



CITY OF SWEET HOME CITY COUNCIL AGENDA

April 26, 2022, 6:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

WIFI Passcode: guestwifi

PLEASE silence all cell phones – Anyone who wishes to speak, please sign in.

Mission Statement

The City of Sweet Home will work to build an economically strong community with an efficient and effective local government that will provide infrastructure and essential services to the citizens we serve. As efficient stewards of the valuable assets available, we will be responsive to the community while planning and preparing for the future.

Meeting Information

The City of Sweet Home is streaming the meeting via the Microsoft Teams platform and asks the public to consider this option. There will be opportunity for public input via the live stream. To view the meeting live, online visit <http://live.sweethomeor.gov>. If you don't have access to the internet you can call in to 541-367-5128, choose option #1 and enter the meeting ID to be logged in to the call. Meeting ID: 226 531 982 #

This video stream and call in options are allowed under Council Rules, meet the requirements for Oregon Public Meeting Law, and have been approved by the Mayor and Chairperson of the meeting.

I. Call to Order and Pledge of Allegiance

II. Roll Call

III. Consent Agenda:

- a) Approval of Minutes:
 - i) [2022-04-12 City Council Minutes \(pg. 3\)](#)

IV. Recognition of Visitors and Hearing of Petitions:

- a) Recognition of Student Athletes

V. Old Business:

- a) Information Only - WWTP Improvements Project Update
- b) [Request for Council Action - Proposal for Additional Engineering Services \(pg. 7\)](#)
- c) [Information Only - FAC Managed Outreach and Community Resource Facility Update \(pg. 70\)](#)

VI. New Business:

- a) Presentation of a Business Promotion Video Produced for the City of Sweet Home by Oregon RAIN.
- b) [Information Only – Council Goals Update \(pg. 72\)](#)
- c) [Request for Council Action - Authorization to Fill a Vacant Position \(pg. 79\)](#)

The location of the meeting is accessible to the disabled. If you have a disability that requires accommodation, advanced notice is requested by notifying the City Manager's Office at 541-367-8969.

- d) [Request for Council Action - Resolution No. 13 for 2022 - Grant Application to Oregon Parks and Recreation Department for a Parks Master Plan Update \(pg. 81\)](#)
- e) [Request for Council Action - Approval of Grant Agreement for ARPA funds \(pg. 84\)](#)
- f) [Request for Council Action - Occupational Skills Training Program with Chemeketa Community College \(pg. 100\)](#)
- g) [Request for Council Action - Proposal to Rename City Wastewater Treatment Plant \(pg. 103\)](#)

VII. Ordinance Bills

- a) Request for Council Action and First Reading of Ordinance Bills
- b) Second Reading of Ordinance Bills
- c) Third Reading of Ordinance Bills (Roll Call Vote Required)

VIII. Reports of Committees:

Ad Hoc Committee on Health
 Administrative and Finance/Property
 Area Commission on Transportation
 Chamber of Commerce
 Charter Review Committee
 Council of Governments
 Legislative Committee
 Library Advisory Board
 Park and Tree Committee
 Solid Waste Advisory Council
 Youth Advisory Council

IX. Reports of City Officials:

Mayor's Report
 City Manager's Report

X. Department Director's Reports (2nd meeting of the Month)

Finance Director
 i) [Finance Monthly Report - March 2022 \(pg. 111\)](#)
 Police Chief
 i) [Police Department Monthly Report - March 2022 \(pg. 118\)](#)
 City Attorney

XI. Council Business for Good of the Order

XII Adjournment



CITY OF SWEET HOME CITY COUNCIL MINUTES

April 12, 2022, 6:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

WIFI Passcode: guestwifi

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Call to Order and Pledge of Allegiance

The meeting was called to order at 6:31 PM.

Roll Call

PRESENT

Mayor Greg Mahler
President Pro Tem Diane Gerson
Councilor Dave Trask
Councilor Lisa Gourley
Councilor Susan Coleman
Councilor Angelita Sanchez
Councilor Dylan Richards

STAFF

City Manager Pro Tem Christy Wurster
Finance Director Brandon Neish
Community and Economic Development Director Blair Larsen
Communications Specialist Lagea Mull
Administrative Services Manager Julie Fisher
City Attorney Robert Snyder
Library Services Director Megan Dazey
Public Works Director Greg Springman
Police Chief Jeff Lynn

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Media

Benny Westcott, The New Era

Consent Agenda:

Motion made to approve the Consent Agenda by President Pro Tem Gerson, Seconded by Councilor Richards.

Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Gourley, Councilor Coleman, Councilor Sanchez, Councilor Richards

Approval of Minutes:

- a) 2022-03-22 City Council Minutes

Recognition of Visitors and Hearing of Petitions:

None

Old Business:

- a) Request for Council Action - Resolution No. 12 for 2022 - 2022 Natural Hazards Mitigation Plan Adoption

Community and Economic Development Director Blair Larsen introduced the final version of the Natural Hazard Mitigation Plan for Council discussion and adoption. Councilor Gerson questioned the use of the Jr. High as an Emergency Operations Center. Staff will follow up as the intent is for the Jr. High to be an alternate site after City Hall and the Fire Department.

Motion made to approve the Natural Hazard Mitigation Plan as amended by Councilor Gourley, Seconded by Councilor Coleman.

Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Gourley, Councilor Coleman, Councilor Sanchez, Councilor Richards

New Business:

- a) Request for Council Action – Resolution No. 11 for 2022 - City Manager Position Profile

City Manager Pro Tem Christy Wurster presented the City Manager Position Profile and stated there were three areas of discussion: salary, length of experience, and residency. Consensus of the Council was the language presented in the profile.

Motion made to approve Resolution No. 11 for 2022 by Councilor Gourley, Seconded by Councilor Richards.

Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Gourley, Councilor Coleman, Councilor Sanchez, Councilor Richards

The Council discussed that they would like to advertise nationwide for the position. The City Manager Pro Tem will include ICMA in the locations the position will be advertised.

- b) Request for Council Action - WWTP Application VR22-01

Community and Economic Development Director Blair Larsen presented an application for a Variance for the Wastewater Treatment Plant. The property is residential and a Conditional Use is already in place for the plant. The Variance is needed for the building height.

Motion made for signature authorization on the application for a Variance by Councilor Coleman, Seconded by Councilor Richards.

Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Gourley, Councilor Coleman, Councilor Sanchez, Councilor Richards

Ordinance Bills

Request for Council Action and First Reading of Ordinance Bills

Second Reading of Ordinance Bills

Third Reading of Ordinance Bills (Roll Call Vote Required)

Reports of Committees:

Ad Hoc Committee on Health

Councilor Gourley announced the meeting the Community Health Committee meeting this month has been rescheduled until May 2nd at 6pm.

Youth Advisory Council

Councilor Gerson announced the Rural Development Initiative (RDI) Leadership Program presentation will be held April 27th at 5:30pm – 7pm. Reservations are needed for dinner. Graduation will be held May 7th at 12:30pm. Reservations are needed for the luncheon. Both events will be held at the Senior Center.

Student art will be on display in the gallery at City Hall in May.

Reports of City Officials:

Mayor's Report

Mayor Mahler thanked Councilor Gerson for filling in for him during the Annual Chamber Banquet. Mayor Mahler also expressed his thanks for Council and staff for cards and support during a difficult time.

Mayor Mahler announced SEI filings are due April 15th.

Budget Committee meetings are scheduled April 19th and 20th at 6pm.

Mayor Mahler stated he will be gone for the next City Council meeting and has asked President Pro Tem Gerson to conduct the meeting.

City Manager's Report

City Manager Pro Tem Christy Wurster announced this week is National Dispatcher week. Pro Tem Wurster stated we have hard working staff and we value and appreciate their work and service to the City.

April 16th at 9am is the Annual Rotary Easter Egg Hunt in Sankey Park.

There will be an Arbor Day Community Event planting trees at Evergreen Park.

ODOT will close Hwy 20 from May 9-22 at mile marker 54-57 to repair the roadway.

Department Director's Reports (1st meeting of the Month)

Library Services Director

A written report was included in the packet. There were no questions from the Council.

a) Library Monthly Report for March 2022

Community and Economic Development Director

A written report was included in the packet. There were no questions from the Council.

a) CEDD Monthly Report March 2022

Public Works Director

A written report was included in the packet. There were no questions from the Council.

a) Public Works Monthly Report March 2022

City Attorney

No Report

Council Business for Good of the Order

Councilor Trask announced the Sweet Home athletes were invited to the next meeting.

There is a public meeting March 13th at the Senior Center at noon and again at 5pm to discuss storm water.

Councilor Sanchez stated she would like to publicly apologize to City Attorney Robert Snyder for comments she made which could be misconstrued. Councilor Sanchez stated she did not have ill intentions.

Adjournment

The meeting adjourned at 7:02 PM.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder



REQUEST FOR COUNCIL ACTION

Title: Engineering Services for WWTP Phase 1 Final Design, Bidding & Phase 2 60% Design

Preferred Agenda: April 26, 2022

Submitted By: Trish Rice, Engineering Tech 2
Greg Springman, Public Works Director

Reviewed By: Christy Wurster, City Manager Pro Tem

Type of Action: Resolution ____ Motion ____ Roll Call X Other ____

Relevant Code/Policy: N/A

Towards Council Goal: Goal 1.1 Develop specific steps for implementation of the adopted infrastructure master plans.

Attachments: Proposal for Engineering Services for Sweet Home WWTP Phase 1 Final Design and Bidding, and Phase 2 60% Final Design
Task Order 9, WWTP Phase 1 Final Design
Task Order 9 Amendment 1

Purpose of this RCA:

Staff is requesting Council authorization to accept West Yost Associates' proposal for the next phase of WWTP design services and authorize the City Manager Pro Tem to sign a task order for these services.

Background/Context:

The City contracted with West Yost Associates for Engineer of Record services in September 2020 based on a qualifications-based selection process. Projects are assigned to West Yost via task orders, which are reviewed and approved individually.

Staff approved Task Order 9, "*WWTP Phase 1 Final Design*" on September 28, 2021, for the not-to-exceed price of \$1,137,477. The critical factor throughout this project has been the June 30, 2023 spending deadline for the \$7 million state earmark. With the execution of Task Order 9, the WWTP project was divided into Phase 1 construction and Phase 2 construction so that Phase 1 could bid as soon as possible to meet the earmark deadline. Phase 2 design was to begin after Phase 1 design finished.

As the design team got to work, it was determined that a moderate level of Phase 2 planning was required to ensure that Phase 1 and Phase 2 would integrate properly. Therefore, West Yost recommended parallel design tracks to get Phase 1 to 60% and Phase 2 to 30%, with Phase 1 continuing to be the primary focus to bid as soon as possible. On March 7, 2022, staff

approved Task Order 9 Amendment 1 to change the design scope as recommended. Amendment 1 had no cost changes, although West Yost did advise staff to expect a future request for additional funds to proceed beyond Phase 1 60% design.

West Yost has now submitted their proposal which includes Phase 1 final design and bid support services and Phase 2 60% design, for the proposed price of \$2,290,858. Staff is requesting Council authorization to execute this task order to maintain the current design pace. The project team has developed a high level of synergy and momentum, and the design has proceeded at an incredible pace to meet the strict schedule requirements for spending the state earmark. The proposal includes an updated project schedule.

Looking ahead to future steps, West Yost has given a preliminary estimate of approx. \$700k to provide Phase 2 final design and bid support services. Staff also anticipates a task order for construction support services, which is likely to be around \$3 million for phases one and two.

The Challenge/Problem:

How do we complete design and construction in a timely and fiscally responsible manner, to comply with funding deadlines and regulatory requirements, within City budget restraints?

Stakeholders:

- City Residents. Residents are the customers who deserve good service with the highest return on their taxes and fees that we can provide, and who trust the City to maintain their infrastructure systems at a high level of service.
- Council Members. Council members are the voice of the citizens we serve. Each member of this group is interested in providing the best service possible at the lowest possible cost. They must balance leadership with representation.
- Public Works Department Staff. This project will greatly improve the operability of the WWTP which is currently undersized and beyond its serviceable lifespan. Staff spends significant time fixing broken down equipment and fighting with system inefficiencies.
- Management Team. Comprised of five department heads, each with a responsibility to the citizens and Mayor to run their day-to-day operations as efficiently as possible.
- Oregon DEQ. The WWTP upgrade project is required to comply with DEQ regulations.

Issues and Financial Impacts:

The design must continue on schedule to meet the \$7 million earmark spending deadline. The proposed cost for Phase 1 final design and Phase 2 60% design is \$2,290,858. The anticipated future cost for Phase 2 final design is approximately \$700k and the anticipated future cost of construction support services is approximately \$3 million.

Elements of a Stable Solution:

Keep the design on schedule to meet the \$7 million earmark spending deadline.

Options:

1. Move to authorize the City Manager Pro Tem to execute the Proposal for Engineering Services for Sweet Home WWTP Phase 1 Final Design and Bidding, and Phase 2 60% Final Design. This will keep the project on schedule to meet the \$7 million spending deadline by June 2023.
2. Do nothing. The design work for the Wastewater Treatment Plant would stop and the project would stall.
3. Request more information or give staff other direction.

Recommendation:

Staff recommends option 1, move to authorize the City Manager Pro Tem to execute the Proposal for Engineering Services for Sweet Home WWTP Phase 1 Final Design and Bidding, and Phase 2 60% Final Design. This will keep the project on schedule to meet the \$7M spending deadline by June 2023.

April 21, 2022

SENT VIA: EMAIL

Mr. Greg Springman
Public Works Director
City of Sweet Home
1400 24th Avenue
Sweet Home, OR 97386

SUBJECT: Proposal for Engineering Services for Sweet Home WWTP Phase 1 Final Design and Bidding, and Phase 2 60% Final Design

Dear Mr. Springman:

This letter proposal summarizes West Yost's proposed scope, budget schedule and team for continuing design of the Sweet Home Wastewater Treatment Plant (WWTP) Improvements Project. The project is planned for construction in two phases as noted in the schedule section of this proposal. Key project elements and phases are summarized below along with the Design Manager for each phase.

WWTP Phase 1 Improvements (Design Manager: Bill Schilling)

- Demolition of existing upper plant area buildings and structures
- Upper plant area civil and site improvements including new gated main plant entrance and gate, new retaining wall along the west and south property lines, plant utilities including water, sanitary sewer, storm drainage and upper plant paving.
- Relocation of the existing public restroom.
- New influent pump station with self-cleaning, trench style wet well and dual force mains for pumping raw influent to the new headworks.
- Building "A" pre-engineered metal building (PEMB) consolidating the headworks, dewatering, O&M/Control area and Maintenance facility into a single "L" shaped structure.
- Primary Clarification including primary influent control structure (PICS), three (3) covered rectangular primary clarifiers, primary sludge pumping, primary scum pump station, headworks and primary clarifier odor control facilities and primary effluent control structure (PECS).
- Main Electrical and Blower (MEB) building that will house the main service entrance, switchgear and also the blower room to house blowers that will be installed in Phase 2

WWTP Phase 2 Liquid Stream Upgrades (Design Manager: Jane Costello)

- Demolition of the existing Administration Building, two existing 45' diameter secondary clarifiers and the existing RAS/WAS pump building.
- Lower plant area civil and site improvements including lower gated ingress/egress for emergency vehicle access, new looped lower plant driveway, plant utilities including looped drinking water transmission main, utility water piping and storm drains, and lower plant paving.

- Conversion of the existing influent pump station into the Recycle/Drain Pump Station that will be used for pumping site storm water and plant recycle streams to the PICS.
- Rehabilitation and upgrades to existing Aeration Basins 1 and 2 and construction of a new Aeration Basin 3 along with a new mixed liquor control structure (MLCS) splitting flows to the two secondary clarifiers.
- Installation of aeration blowers and piping in the MEB Building constructed in Phase 1.
- New RAS/WAS/scum pump stations for the existing 60' diameter secondary clarifier (SC60).
- New 90' diameter suction-header style secondary clarifier (SC90) with submersible RAS/WAS pump stations.
- New tertiary filter complex with three cloth media disk filter basins.
- Conversion of the existing chlorine contact basin into a two-train UV disinfection facility and utility water wet well providing reuse/process water throughout the WWTP.
- New effluent Parshall flume for metering effluent discharge and peak flow outfall connecting to the existing outfall near the bank of the South Santiam River.
- New Tertiary Building with electrical room serving the lower plant area, utility water pump station and restrooms for staff working in the lower plant area.

Phase 2 Solids Stream Upgrades (Design Manager: Preston Van Meter)

- New glass-lined bolted steel (GLBS) solids blend tank consolidating and blending primary sludge, secondary WAS from the SC60 and SC90 and primary scum.
- New Solids building housing the blended solids feed pumps, solids thickener, digester feed pumps, boiler, heat exchanger and digested sludge feed pumps.
- New 400,000 gallon primary digester constructed inside the existing aerobic digester along with pump mixing system, gas safety equipment, waste gas flare and access platform.
- New glass-lined bolted steel (GLBS) digested sludge storage tank for storage of digested sludge prior to being pumped to the new solids dewatering facility constructed in Phase 1.
- New dewatering feed pumps

This proposal provides an introduction to our project team along with West Yost's proposed Scope of Services, Budget and Schedule for the project.

PROJECT TEAM

West Yost's project team continuing on the project and completing design for Phase 1 and Phase 2 in parallel includes:

Corie Moolenkamp (West Yost) – Principal-in-Charge supporting the City and project team

Preston Van Meter (West Yost) – Project Manager and primary point of contact.

Brooke Barry (West Yost) – Deputy Project Manager, Civil Design Lead and alternate point of contact.

Bill Schilling (West Yost) – Phase 1 Design Manager

Jane Costello (West Yost) – Phase 2 Liquids Stream Design Manager

Greg Chung (West Yost) – Phase 2 Solids Stream Design Manager

Walt Meyer and Tim Banyai (West Yost) – QA/QC and technical advisors
Ace Engineers – Structural Design Lead
Strongwork Architecture – Architectural Design Lead
Interface Engineering – Building A MEP and Overall HVAC Design Lead
Landis Consulting – Electrical, Instrumentation and Controls (EI&C) Design Lead
The Automation Group – Controls and Automation Lead and City Integrator-of-Record
Cadworks – Mechanical and Structural CAD Design and 3D modeling

SCOPE OF SERVICES

West Yost's proposed Scope of Services for City's WWTP Improvements Project is included as Attachment A. The Scope of Services includes the following tasks:

- Task 1.** Project Management
- Task 2.** Project Planning and Coordination Activities
- Task 3.** Phase 1 Final Design and Bidding
- Task 4.** Phase 2 Preliminary and 60% Design
- Task 5.** Design Contingency

Final design sheet lists for Phase 1 and Phase 2 are included as Scope of Services Exhibits 1 and 2, respectively.

PROJECT BUDGET

West Yost's proposed level of effort and budget is summarized in Table 1 below and Attachment B. West Yost will perform the Scope of Services with a not-to-exceed budget of **\$2,290,858**. Any additional services not included in this Scope of Services will be performed only after receiving written authorization and a corresponding budget augmentation.

Table 1. Estimated Project Budget	
Task	Budget, \$
Task 1. Project Management	161,315
Task 2. Project Planning and Coordination Activities	130,394
Task 3. Phase 1 Final Design and Bidding Services	832,399
Task 4. Phase 2 Preliminary and 60% Design	974,097
Task 5. Design Contingency	196,652
Total Project Budget	\$2,290,858

SCHEDULE

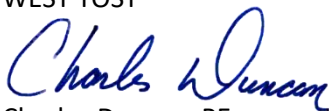
An updated project schedule showing current anticipate key milestone dates and completion timelines is included as Attachment C. West Yost's full design team is currently working on Phase 1 final design to bid Phase 1 this summer to obtain \$7 Million of grant funding from the Oregon legislature for work completed by June 30, 2023.

CONTRACTUAL TERMS AND CONDITIONS

West Yost will complete the project in accordance with the terms and conditions of our current City Engineer-of-Record contract. If West Yost's proposal is accepted by the City, a Task Order Agreement with signature blocks will be prepared for all parties to fully execute the contract.

Thank you for providing West Yost the opportunity to be of continued service to the City. We look forward to working with you on this important project. Please call, 503.784.9536, if you have any questions or require additional information.

Sincerely,
WEST YOST



Charles Duncan, PE
President & CEO
PE# 91819



Preston Van Meter, PE
Principal Engineer
PE# 51615

Attachment A

Scope of Services

ATTACHMENT A

SCOPE OF SERVICES

April 21, 2022

West Yost proposes to provide the following Scope of Services to finalize the WWTP Phase 1 design and proceed through bidding and Contractor selection as well as WWTP Phase 2 through 60% Design.

Task 1. Project Management

Project management includes coordination of West Yost's internal team and subconsultants, quality assurance and quality control (QA/QC) activities, and preparation of monthly project updates and invoices.

Task 1.01. Contracts and Project Management Plan (PMP)

Coordinate with the City and Owner's Representative to finalize contracts for West Yost and our subconsultants. Prepare a Project Management Plan to guide the completion of the project, summarizing team coordination activities, reporting requirements, project scope, key schedule milestones, staffing plan, contingency planning for unforeseen changes in project scope, and other related project elements.

Task 1.02. Monthly Project Status Reports and Invoices

Prepare monthly project updates, including a summary of project status, monthly invoice for services performed, earned value analysis (EVA) assessing project completion versus budget utilized, key upcoming project milestones, and any anticipated issues that may impact project budget or schedule.

Task 1.03. Team Coordination Activities

West Yost will conduct bi-weekly project check-in conference calls with City staff to review and discuss design issues, track project budget and schedule status, identify key coordination items (e.g. permitting) and other elements pertinent to the Project. For budgeting purposes, 16 one-hour bi-weekly team conference calls to be attended virtually by West Yost's Project Manager, Deputy Project Manager and Mechanical Lead are included. West Yost's full design team will also conduct weekly half hour Plan of the Week (POTW) meetings to coordinate design team activities and keep the project on track to meet the aggressive project schedule.

Task 1 Assumptions

- The project duration is anticipated to begin in May and continue through December 2022, therefore eight (8) monthly project progress reports and invoices are budgeted.
- Action items from bi-weekly project check-in conference calls will be sent to attendees via email.

Task 1 Deliverables

- West Yost will provide one electronic (PDF) copy of monthly progress reports with invoices.

Task 2. Project Planning and Coordination Activities

This task is unchanged from the original Scope of Work except for Tasks 2.08 and 2.09 which are deleted given the significant changes in the project for both design phases. Key deliverables for Phase 1 and Phase 2 design are summarized in Tasks 3 and 4, respectively.

Task 2.01. USDA Preliminary Engineering Report (PER) and Environmental Review (ER) Updates

West Yost will update the PER prepared previously to depict the currently planned approach for WWTP upgrades and update costs based on current market conditions. The ER will be updated to address cultural resources comments received during agency review.

Task 2.02. Geotechnical Engineering Report (GER) and Geotechnical Data Report (GDR) Updates

West Yost will work with McMillan-Jacobs to update the GER and GDR prepared previously to depict the currently planned approach for WWTP upgrades. Additional field work includes seven (7) new soil borings to further identify depth to basalt rock at deeper structures including the new influent pump station, primary clarifiers and 90' secondary clarifier (SC90).

Task 2.03. Regulatory Agency Meetings and Coordination

West Yost will conduct two meetings with Oregon DEQ and other interested agencies to update them on the overall WWTP project, timing for Phase 1 and 2 plan reviews and other details. It is anticipated the meetings will be at the Salem DEQ office and attended by West Yost's Project Manager and Deputy Project Manager. This task also includes time for ongoing phone calls and discussions with DEQ and other regulatory agencies, budgeted at 16 hours for West Yost's Project Manager and Deputy Project Manager.

Task 2.04. Funding Agency Meetings and Coordination

West Yost will attend up to four (4) meetings with the DEQ CWSRF program, USDA Rural Utilities Service and Business Oregon and support the City in completed funding applications and associated project funding needs.

Task 2.05. General Contractor Pre-Qualification

Prepare a Request for Qualifications (RFQ) for soliciting Statements of Qualifications from General Contractors interested in being pre-qualified and bidding the WWTP Phase 1 and Phase 2 projects that will be bid separately. It is anticipated the pre-qualified General Contractors list developing through the selection process will be utilized for bidding of both phases of the project and that no new pre-qualified General Contractors will be added to the list during Phase 2 bidding. Support the City in reviewing General Contractor submittals and prepare a memo summarizing the pre-qualified General Contractors for distribution by City staff.

Task 2.06. Construction Documentation Software Selection

Prepare a Request for Proposals (RFP) to solicit proposals from vendors providing 3rd party construction documentation support programs. It is anticipated the construction documentation software will be a web-based application utilized for Phase 1 and Phase 2 of the project. Prepare an Engineer's Recommendation of Award Memo related to the solicitation and selection process.

Task 2.07. Special Inspections and Testing Firm Selection

Prepare a Request for Proposals (RFP) to solicit proposals from companies interested in providing third party special inspections and testing as required by the Oregon codes and reviewed by the City's Building Official and Linn County electrical inspector. Prepare an Engineer's Recommendation of Award Memo related to the solicitation and selection process.

Task 2.08. Biological Process Design Confirmation

West Yost's design team will coordinate with the biological process design team to confirm the final secondary and tertiary mechanical design conforms to requirements of the biological process design.

Task 2 Assumptions

- USDA PER and ER updates will entail updating one alternative based on modifications for the current design approach with cost updates for other alternatives applied using the ENR-CCI construction cost index and additional contingencies.
- GER/GDR updates will entail updating the reports for the current design approach and adding in additional testing for rock depths at new structures, consisting primarily of the new IPS, primary clarifiers and new 90' secondary clarifier.
- Drawings will be developed for printing and readability based on 11x17 half-size reductions.
- Printing of Final CDs for Bidders is not included in West Yost's budget. It is anticipated copies of Final CDs will be issued to Bidders electronically or through a 3rd party print company.
- Construction services to be provided by West Yost and sub-consultants beyond Phase 1 Bidding Services will be contracted separately.

Task 2 Deliverables

- One electronic (PDF) copy of the draft and final Preliminary Engineering Report and Environmental Review.
- One electronic (PDF) copy of the updated GER and GDR.
- One electronic (PDF) copy of the agenda, presentation slides and minutes from regulatory and funding agency review meetings and workshops.
- One electronic (PDF) copy of the draft and final General Contractor Pre-qualification RFP and Pre-qualified Contractors list for distribution by City staff.
- One electronic (PDF) copy of the draft and final Construction Documentation Vendor RFP and Engineer's Recommendation of Award Memo.
- One electronic (PDF) copy of the draft and final Special Inspections and Testing firm RFP and Engineer's Recommendation of Award Memo.

Task 3 WWTP Phase 1 Final Design & Bidding Services

Task 3 will carry the current Phase 1 60% design through completion and development of final Contract Documents for bidding. This task also includes providing bid period services for selection of the General Contractor to complete the project following a General Contractor Pre-Qualification process defined in Task 2.

Task 3.01. Phase 1 90% Final Design

Prepare the Phase 1 90% Design including drawings as summarized in Scope of Services Exhibit 1, Division 0 and 1 "front end" specifications including bid documents, contract documents and general conditions, Phase 1 Engineer's Opinion of Probable Construction Cost (OPCC) and updated project schedule.

Task 3.02. Phase 1 90% Final Design Workshops

Conduct a total of three (3) workshops with City staff to review the Phase 1 90% design. For budgeting purposes, the workshops will be attended by key members of West Yost's project team. Workshops will be attended by West Yost Project Manager, Deputy Project Manager, Phase 1 Design Manager, staff engineers and key sub-consultant partners.

Task 3.03. WWTP Phase 1 Final Design Reviews and Coordination

Submit the Phase 1 90% Final Design to DEQ, USDA, City Building Official and Linn County (electrical) for review. Lead agency meetings as required to obtain regulatory and funding agency approvals to proceed. This task assumes one (1) meeting with USDA, one (1) meeting with Oregon DEQ and one (1) meeting with the City's Building Official.

Task 3.04. Phase 1 Final Contract Documents

Incorporate review comments and prepare final Phase 1 Contract Documents (Final CDs) for bidding. West Yost will prepare a 60% Design Submittal focused on general, demolition, civil, mechanical, architectural, building MEP and instrumentation drawings, specifications TOC, updated project schedule and Engineer's OPCC.

Task 3.05. Phase 1 Bidding Services

West Yost will provide bid period services, including:

- Attend mandatory Pre-Bid Conference;
- Respond to Bidder inquiries and questions;
- Prepare and issue up to four (4) addenda to the Final CDs;
- Support City staff in reviewing General Contractor bids;
- Prepare the Engineer's Recommendation of Award; and
- Prepare Conformed Contract Documents to be used for Phase 1 construction.

Task 3 Assumptions

- No additional topographical surveying, hazardous materials survey or environmental documentation are anticipated to be required as part of the project.
- No services associated with hazardous materials removal or cultural artifacts recovery and monitoring are included in West Yost's Scope of Services.
- Deferred submittals during construction will be used for design-build of the following Building A systems: (1) Fire Detection and Alarm System and (2) Building Automation, Energy Management and Temperature Control Systems.
- A standby diesel-engine generator with belly tank is anticipated for the Sweet Home WWTP. No onsite battery storage or photo-voltaic systems are included in West Yost's Scope of Services.
- CAD drawings will be developed using the following platforms: (1) Buildings and Structures: AutoCAD Plant 3D and Revit, (2) Civil/Site Work and Yard Piping: AutoCAD Civil 3D and (3) Electrical and Instrumentation: AutoCAD.
- Drawings will be developed for printing and readability based on 11x17 half-size reductions.
- Specifications shall be developed in the Construction Specifications Institute (CSI) 6-digit format.
- Printing of Final CDs for Bidders is not included in West Yost's budget. It is anticipated copies of Final CDs will be issued to Bidders electronically or through a 3rd party print company.

- Building and electrical permits will be pulled by the General Contractor and fees paid by the City of Sweet Home.
- Construction services to be provided by West Yost and sub-consultants beyond Phase 1 Bidding Services will be contracted separately.

Task 3 Deliverables

- Two (2) hard copies and one (1) electronic (PDF) copy of the WWTP Phase 1 90% Design Submittal.
- Five (5) hard copies and 1 electronic (PDF) copy of the WWTP Final Contract Documents.
- One electronic (PDF) copy of the agenda and minutes from all Phase 1 meetings and workshops with City staff, permitting and funding agencies.
- One electronic (PDF) copy of the agendas and minutes from all regulatory and funding agency meetings.

Task 4 WWTP Phase 2 Preliminary and 60% Design

Task 4 will carry the current Phase 2 conceptual layout, design and OPCC that has been prepared by West Yost through preliminary and 60% design completion.

Task 4.01. Phase 2 Preliminary Design

Prepare the Phase 2 Preliminary Design carrying the design to the range of 10% to 30% completion depending on the process area. Elements of Phase 2 requiring greater detail for coordination with Phase 1 construction will be carried to a greater level of design. This task includes developing of drawings for all Phase 2 unit processes, Specifications Table of Contents and updated Phase 2 Engineer's Opinion of Probable Construction Cost (OPCC). No preliminary design report (PDR) is anticipated to be prepared as a part of Phase 2 Preliminary Design.

Task 4.02. Phase 2 Preliminary and 60% Design Workshops

Conduct a total of six (6) workshops with City staff to review the Phase 2 preliminary and 60% design. For budgeting purposes, the workshops will be attended by key members of West Yost's project team. Workshops will be attended by West Yost Project Manager, Deputy Project Manager, Phase 2 Design Manager, staff engineers and key sub-consultant partners.

Task 4.03. Phase 2 60% Design

Prepare the Phase 2 60% Design including drawings as summarized in Scope of Services Exhibit 2, critical equipment specifications, Phase 2 Engineer's Opinion of Probable Construction Cost (OPCC) and updated project schedule.

Task 4 Assumptions

- Assumptions for Task 3 detailed design, including CAD platforms, specifications, building permit fees and relates shall the same for Task 4.
- No additional topographical surveying, hazardous materials survey or environmental documentation are anticipated to be required as part of the project.
- No services associated with hazardous materials removal or cultural artifacts recovery and monitoring are included in West Yost's Scope of Services.
- Drawings will be developed for printing and readability based on 11x17 half-size reductions.

Task 4 Deliverables

- One electronic (PDF) copy of the agendas and minutes from all Phase 2 meetings and workshops.
- One (1) electronic (PDF) copy of the WWTP Phase 2 Preliminary Design including drawings, specifications table of contents, Engineer's Opinion of Probable Construction Cost and updated Project Schedule.
- Two (2) hard copies and one (1) electronic (PDF) copy of the WWTP Phase 2 60% Design including drawings, critical equipment specifications, Engineer's Opinion of Probable Construction Cost and updated Project Schedule.

Task 5 Contingency

Task 5.01. Owner-Controlled Contingency

Contingency funds are set aside to provide the City of Sweet Home and West Yost a contingency fund to address unanticipated design. The funding could also be utilized for early Phase 1 construction activities to keep the start of construction on track. Contingency funds are Owner-controlled and will only be utilized by West Yost upon written authorization of the City.

Exhibit 1

Phase 1 Sheet List

Sweet Home WWTP Improvements Project

Scope of Work Exhibit 1

Phase 1 Final Design Sheet List

Table 1 -1. Sheet List Summary by Discipline		
Sheet List Title	Number of Sheets: 60% Submittal	Number of Sheets: 90%/Final Submittal
General	8	8
Civil	19	19
Architectural	17	30
Structural	40	47
Mechanical	28	38
Plumbing	9	9
HVAC	6	7
Building Electrical	11	11
Technology	3	3
Electrical	50	70
Instrumentation & Control	0	75
Process & Instrumentation Diagrams	19	19
Total	210	336

Table 1-2. Anticipated Sheet List				
Sheet No.	Drawing No.	Drawing Title	60%	90%/ Final
General				
1	G-000	Cover Sheet	X	X
2	G-001	Drawing Index	X	X
3	G-002	General Notes	X	X
4	G-003	Symbols	X	X
5	G-004	Abbreviations	X	X
6	G-005	Design Criteria	X	X
7	G-006	Process Flow Diagram	X	X
8	G-007	Hydraulic Profile	X	X
Civil				
9	C-001	Civil Details 1	X	X
10	C-002	Civil Details 2	X	X
11	C-003	Civil Details 3	X	X
12	C-004	Civil Details 4	X	X
13	C-005	Civil Details 5	X	X
14	C-010	Erosion Control Notes And Details	X	X
15	C-011	Erosion Control Plan	X	X

Sweet Home WWTP Improvements Project

Scope of Work Exhibit 1

Phase 1 Final Design Sheet List

Table 1-2. Anticipated Sheet List				
Sheet No.	Drawing No.	Drawing Title	60%	90%/ Final
16	C-020	Existing Conditions Plan	X	X
17	C-021	Site Demolition Plan	X	X
18	C-031	Existing Utilities Plan	X	X
19	C-032	Existing Utilities Demolition Plan	X	X
20	C-033	Overall Site Plan, Structure Coordinates, Staging, And Access	X	X
21	C-034	Overall Grading, Drainage, And Paving Plan	X	X
22	C-035	Retaining Wall Profiles	X	X
23	C-036	Yard Piping Plan	X	X
24	C-040	Pipe Profiles 1	X	X
25	C-041	Pipe Profiles 2	X	X
26	C-042	Pipe Profiles 3	X	X
27	C-043	Pipe Profiles 4	X	X
Architectural				
28	A-001	Architectural Legend And Code Information	X	X
29	A-002	Architectural Life Safety Plans And Code Information		X
30	A-003	Architectural Door Types Schedules	X	X
31	A-004	Architectural Window Types And Schedules And Finish Schedules	X	X
32	A-005	Architectural Details - Vertical Assemblies	X	X
33	A-006	Architectural Details - Horizontal Assemblies	X	X
34	A-007	Architectural Details - Storefront Details		X
35	A-008	Architectural Details - Door Details		X
36	A-009	Architectural Details - Overhead Door Details		X
37	A-010	Architectural Details - Window Details 1		X
38	A-011	Architectural Details - Window Details 2		X
39	A-012	Architectural Details - Louver Details		X
40	A-013	Architectural Details - Misc Building Details 1	X	
41	A-014	Architectural Details - Misc Building Details 2		X
42	A-015	Architectural Details - Misc Building Details 3		X
43	A-016	Architectural Details - Typical Interior Finish Details	X	X
44	A-017	Architectural Details - Typical Interior Finish Details	X	X
45	A-200	Building A - First Floor Plan	X	X
46	A-201	Building A - Second Floor Plan	X	X
47	A-202	Building A - Administration Area Enlarged Plan 1	X	X
48	A-203	Building A - Administration Area Enlarged Plan 2	X	X
49	A-204	Building A - Building Elevations 1	X	X

Sweet Home WWTP Improvements Project

Scope of Work Exhibit 1

Phase 1 Final Design Sheet List

Table 1-2. Anticipated Sheet List				
Sheet No.	Drawing No.	Drawing Title	60%	90%/ Final
50	A-205	Building A - Building Elevations 2	X	X
51	A-206	Building A - Reflected Ceiling Plans	X	X
52	A-207	Building A - Roof Plan	X	X
53	A-208	Building A - Building Sections	X	X
54	A-209	Building A - Interior Elevations 1		X
55	A-210	Building A - Interior Elevations 2		X
56	A-400	Main Electrical & Blower Building - Floor Plan		X
57	A-401	Main Electrical & Blower Building - Elevations & Sections		X
Structural				
58	S-001	General Structural Notes, Structural Abbreviations	X	X
59	S-002	Special Inspections And Structural Notes	X	X
60	S-003	Structural Material Notes	X	X
61	S-004	Structural Material Notes Continued	X	X
62	S-005	Structural Details - Concrete Joints	X	X
63	S-006	Structural Details - Concrete Reinforcing	X	X
64	S-007	Structural Details - Concrete Bases	X	X
65	S-008	Structural Details - Masonry Details 1	X	X
66	S-009	Structural Details - Masonry Details 2	X	X
67	S-010	Structural Details - Grating	X	X
68	S-011	Structural Details - Structural Steel	X	X
69	S-012	Structural Details - Railings	X	X
70	S-013	Structural Details - Typical		X
71	S-100	Site Retaining Wall Details	X	X
72	S-110	Influent Pump Station - Plan & Sections	X	X
73	S-111	Influent Pump Station - Transverse Section 1	X	X
74	S-112	Influent Pump Station - Transverse Section 2	X	X
75	S-113	Influent Pump Station - Transverse Sections & Details	X	X
76	S-200	Building A - Foundation Plan And Second Floor Framing Plan	X	X
77	S-201	Building A - Foundation Details	X	X
78	S-202	Building A - Framing Details	X	X
79	S-230	Raw Sewage Screening - Foundation & Grating Plans	X	X
80	S-231	Raw Sewage Screening - Sections 1	X	X
81	S-232	Raw Sewage Screening - Sections 2	X	X
82	S-233	Raw Sewage Screening - Sections 3	X	X
83	S-240	Grit Removal - Foundation Plans	X	X

Sweet Home WWTP Improvements Project

Scope of Work Exhibit 1

Phase 1 Final Design Sheet List

Table 1-2. Anticipated Sheet List				
Sheet No.	Drawing No.	Drawing Title	60%	90%/ Final
84	S-241	Grit Removal - Top Plan & Section	X	X
85	S-242	Grit Removal - Structural Section	X	X
86	S-243	Grit Removal - Inlet/Outlet Section	X	X
87	S-244	Grit Removal - Bypass Section	X	X
88	S-251	Dewatering - Foundation & Framing Plans	X	X
89	S-252	Dewatering - Sections & Details	X	X
90	S-310	Primary Clarifier - Lower Foundation Plans	X	X
91	S-311	Primary Clarifier - Upper Foundation Plan & Top Slab Plan	X	X
92	S-312	Primary Clarifier - Overall Section	X	X
93	S-313	Primary Clarifier - Longitudinal Section 1	X	X
94	S-314	Primary Clarifier - Longitudinal Section 2	X	X
95	S-315	Primary Clarifier - Transverse Section	X	X
96	S-316	Primary Influent Control Structure - Plan & Sections 1	X	X
97	S-317	Primary Influent Control Structure - Plan & Sections 2		X
98	S-318	Primary Effluent Control Structure - Plan & Sections 1	X	X
99	S-319	Primary Effluent Control Structure - Plan & Sections 2		X
100	S-320	Primary Scum Pump Station - Plan & Sections		X
101	S-330	Odor Control - Plan & Sections	X	X
102	S-400	Main Electrical & Blower Building - Foundation & Framing Plans		X
103	S-401	Main Electrical & Blower Building - Sections & Details		X
104	S-402	Generator Foundation Plan, Sections, & Details		X
Mechanical				
105	M-001	Mechanical Notes, Legends, Abbreviations I		X
106	M-002	Mechanical Details 1	X	X
107	M-003	Mechanical Details 2	X	X
108	M-004	Mechanical Details 3	X	X
109	M-005	Mechanical Details 4	X	X
110	M-006	Mechanical Details 5		X
111	M-007	Mechanical Details 6		X
112	M-110	Influent Pump Station - Isometric	X	X
113	M-111	Influent Pump Station - Plan & Sections	X	X
114	M-112	Influent Pump Station - Sections & Details 1	X	X
115	M-113	Influent Pump Station - Sections & Details 2	X	X
116	M-114	Influent Pump Station - Sections & Details 3	X	X
117	M-230	Raw Sewage Screening - Isometric	X	X

Sweet Home WWTP Improvements Project

Scope of Work Exhibit 1

Phase 1 Final Design Sheet List

Table 1-2. Anticipated Sheet List				
Sheet No.	Drawing No.	Drawing Title	60%	90%/ Final
118	M-231	Raw Sewage Screening - Top Plan	X	X
119	M-232	Raw Sewage Screening - Bottom Plan	X	X
120	M-233	Raw Sewage Screening - Sections 1	X	X
121	M-234	Raw Sewage Screening - Sections 2	X	X
122	M-240	Grit Removal - Isometric	X	X
123	M-241	Grit Removal - Plan & Sections	X	X
124	M-242	Grit Removal - Sections & Details	X	X
125	M-250	Dewatering - Isometric	X	X
126	M-251	Dewatering - Plan	X	X
127	M-252	Dewatering - Section & Details 1	X	X
128	M-253	Dewatering - Section & Details 2	X	X
129	M-254	Dewatering - Section & Details 3	X	X
130	M-310	Primary Clarifier - Isometric	X	X
131	M-311	Primary Clarifier - Bottom Plan	X	X
132	M-312	Primary Clarifier - Top Plan	X	X
133	M-313	Primary Clarifier - Sections 1	X	X
134	M-314	Primary Clarifier - Pics Enlarged Plans & Sections	X	X
135	M-315	Primary Clarifier - Pecs Enlarged Plans & Sections	X	X
136	M-316	Primary Clarifier - Primary Scum Pump Station Enlarged Plans & Sections 3		X
137	M-317	Primary Clarifier - Details 1		X
138	M-318	Primary Clarifier - Details 2		X
139	M-319	Primary Clarifier - Details 3		X
140	M-331	Odor Control - Headworks Odor Control Plan & Sections		X
141	M-332	Odor Control - Primary Odor Control Plan & Sections		X
142	M-333	Odor Control - Details		X
Plumbing				
143	P-001	Plumbing Symbol List And General Notes	X	X
144	P-002	Plumbing Schedules	X	X
145	P-003	Plumbing Details	X	X
146	P-004	Plumbing Details	X	X
147	P-005	Gas Riser Diagram	X	X
148	P-200	Building A - Underground Plan	X	X
149	P-201	Building A - First Floor Plan	X	X
150	P-202	Building A - Second Floor Plan	X	X

Sweet Home WWTP Improvements Project

Scope of Work Exhibit 1

Phase 1 Final Design Sheet List

Table 1-2. Anticipated Sheet List				
Sheet No.	Drawing No.	Drawing Title	60%	90%/ Final
151	P-203	Building A - Enlarged Plans	X	X
HVAC				
152	H-001	HVAC Symbol List And General Notes	X	X
153	H-002	HVAC Schedules 1	X	X
154	H-003	HVAC Schedules 2	X	X
155	H-004	HVAC Details	X	X
156	H-200	Building A - First Floor Plan	X	X
157	H-201	Building A - Second Floor Plan	X	X
158	H-400	Main Electrical & Blower Building - Floor Plan		X
Building Electrical				
159	BE-001	Building Electrical Symbol List And General Notes	X	X
160	BE-002	Building Electrical Lighting Control Matrix	X	X
161	BE-003	Building Electrical Details	X	X
162	BE-004	Building Electrical Schedules 1	X	X
163	BE-005	Building Electrical Schedules 2	X	X
164	BE-200	Building A - First Floor Lighting Plan	X	X
165	BE-201	Building A - Second Floor Lighting Plan	X	X
166	BE-202	Building A - First Floor Power Plan	X	X
167	BE-203	Building A - Second Floor Power Plan	X	X
168	BE-204	Building A - Laboratory Power Plan	X	X
169	BE-205	Building A - Electrical Single Line Diagrams	X	X
Technology				
170	T-001	Technology Symbol List And General Notes	X	X
171	T-200	Building A - First Floor Technology Plan	X	X
172	T-201	Building A - Second Floor Technology Plan	X	X
Electrical				
173	E-001	Electrical Abbreviations	X	X
174	E-002	Electrical Symbols	X	X
175	E-003	Electrical Details 1	X	X
176	E-004	Electrical Details 2	X	X
177	E-005	Electrical Details 3	X	X
178	E-006	Electrical Details 4	X	X
179	E-007	Electrical Details 5		X
180	E-010	Service Entrance One-Line Diagram	X	X
181	E-011	Mcc-1 One-Line Diagram	X	X

Sweet Home WWTP Improvements Project

Scope of Work Exhibit 1

Phase 1 Final Design Sheet List

Table 1-2. Anticipated Sheet List				
Sheet No.	Drawing No.	Drawing Title	60%	90%/ Final
182	E-012	Mcc-2 One-Line Diagram	X	X
183	E-013	Mcc-3 One-Line Diagram	X	X
184	E-014	Mcc-4 One-Line Diagram	X	X
185	E-020	Power Conduit Schedule 1	X	X
186	E-021	Power Conduit Schedule 2		X
187	E-022	Control Conduit Schedule 1	X	X
188	E-023	Control Conduit Schedule 2		X
189	E-024	Mechanical & Luminaire Schedule	X	X
190	E-030	Panel Schedules 1	X	X
191	E-031	Panel Schedules 2	X	X
192	E-032	Panel Schedules 3	X	X
193	E-033	Panel Schedules 4	X	X
194	E-050	Service Entrance- Raceway Block Diagram	X	X
195	E-052	Influent Pump Station - Raceway Block Diagram	X	X
196	E-054	Raw Sewage Screens - Raceway Block Diagram	X	X
197	E-056	Grit Removal - Raceway Block Diagram	X	X
198	E-058	Solids Dewatering - Raceway Block Diagram	X	X
199	E-060	Odor Control - Raceway Block Diagram		X
200	E-062	Primary Clarifier - Raceway Block Diagram	X	X
201	E-101	Electrical Site Demolition Plan	X	X
202	E-102	Electrical Overall Site Plan	X	X
203	E-103	Electrical Hazardous Location Plan	X	X
204	E-104	Meb Main Electrical Room Floor Plan	X	X
205	E-105	Existing Electrical Building Demolition Floor Plan	X	X
206	E-106	Existing Electrical Building Electrical Floor Plan	X	X
207	E-110	Influent Pump Station - Overall Site Plan	X	X
208	E-111	Influent Pump Station - Electrical Plan & Section	X	X
209	E-112	Influent Pump Station - Pump Disconnect Panel & Stand Elevations	X	X
210	E-201	Building A - Power & Control Plan	X	X
211	E-202	Building A - Headworks Hazardous Location Plan	X	X
212	E-203	Building A - Lighting Plan	X	X
213	E-204	Building A - Electrical Room Enlarged Plan	X	X
214	E-231	Raw Sewage Screen - Electrical Plan	X	X
215	E-241	Grit Removal - Electrical Plan & Sections	X	X
216	E-251	Solids Dewatering - Electrical Plan	X	X

Sweet Home WWTP Improvements Project

Scope of Work Exhibit 1

Phase 1 Final Design Sheet List

Table 1-2. Anticipated Sheet List				
Sheet No.	Drawing No.	Drawing Title	60%	90%/ Final
217	E-310	Primary Clarifier - Electrical Plan	X	X
218	E-311	Primary Clarifiers - Electrical Sections & Details	X	X
219	E-330	Odor Control - Electrical Plan & Sections		X
220	E-901	Influent Pump Station - Motor Schematics 1		X
221	E-902	Influent Pump Station - Motor Schematics 2		X
222	E-903	Influent Pump Station - Pump Disconnect Panel Lcs 1		X
223	E-904	Influent Pump Station - Pump Disconnect Panel Lcs 2		X
224	E-905	Raw Sewage Screens Vfd - Motor Schematic	X	X
225	E-906	Raw Sewage Screens - Local Control Station		X
226	E-907	Screenings Wash Press - Motor Schematic	X	X
227	E-908	Screenings Wash Press - Local Control Station		X
228	E-909	Grit System - Motor Schematic	X	X
229	E-910	Grit System - Local Control Station		X
230	E-911	Dewatering Screw Press - Motor Schematic	X	X
231	E-912	Dewatering Conditioning Tank - Motor Schematic		X
232	E-913	Dewatering Conveyors - Motor Schematic	X	X
233	E-914	Dewatering - Local Control Station		X
234	E-915	Primary Clarifier Sludge Collectors - Motor Schematic	X	X
235	E-916	Primary Clarifier Scum Collectors - Motor Schematic	X	X
236	E-917	Primary Clarifier Sludge Pumps - Motor Schematic		X
237	E-918	Primary Clarifier Scum Pump - Motor Schematic	X	X
238	E-919	Primary Clarifiers - Local Control Stations 1		X
239	E-920	Primary Clarifiers - Local Control Stations 2		X
240	E-921	Odor Control Blowers - Motor Schematic		X
241	E-922	Odor Control Blowers - Local Control Station		X
242	E-923	Primary Scum Pump - Motor Schematic		X
Instrumentation & Control (I&C)				
243	IC-001	Instrumentation & Control Legends, Symbols, And Abbreviations 1		X
244	IC-002	Instrumentation & Control Legends, Symbols, And Abbreviations 2		X
245	IC-003	Overall Site OT Ethernet Communications Interconnect		X
246	IC-004	CP-100 OT Ethernet Communications Interconnect		X
247	IC-005	CP-200 OT Ethernet Communications Interconnect		X
248	IC-006	CP-300 OT Ethernet Communications Interconnect		X
249	IC-010	Main PLC OT Network Panel - Front View		X
250	IC-011	Main PLC OT Network Panel - Back View		X

Sweet Home WWTP Improvements Project

Scope of Work Exhibit 1

Phase 1 Final Design Sheet List

Table 1-2. Anticipated Sheet List				
Sheet No.	Drawing No.	Drawing Title	60%	90%/ Final
251	IC-012	Main PLC OT Network Panel - Bill Of Materials		X
252	IC-013	Main PLC OT Network Panel - Power Distribution Schematic		X
253	IC-014	Main PLC OT Network Panel - Point I/O Input Module Diagrams		X
254	IC-015	Main PLC OT Network Panel - Point I/O Output Module Diagrams		X
255	IC-020	Nip-100 Network Interface Panel Layout (For CP-100)		X
256	IC-021	Nip-200 Network Interface Panel Layout (For CP-200)		X
257	IC-022	Nip-300 Network Interface Panel Layout (For CP-300)		X
258	IC-100	CP-100 Elevation View		X
259	IC-101	CP-100 Terminal Strip Details 1		X
260	IC-102	CP-100 Terminal Strip Details 2		X
261	IC-103	CP-100 Power Distribution Schematic 1		X
262	IC-105	CP-100 PLC & Ups Wiring Diagram		X
263	IC-106	CP-100 Digital Inputs, Slot X		X
264	IC-107	CP-100 Digital Inputs, Slot X		X
265	IC-108	CP-100 Digital Outputs, Slot X		X
266	IC-109	CP-100 Analog Inputs, Slot X		X
267	IC-110	CP-100 Analog Inputs, Slot X		X
268	IC-111	CP-100 Analog Outputs, Slot X		X
269	IC-120	XXX Loop Diagram		X
270	IC-121	XXX Loop Diagram		X
271	IC-122	XXX Loop Diagram		X
272	IC-123	XXX Loop Diagram		X
273	IC-124	XXX Loop Diagram		X
274	IC-125	XXX Loop Diagram		X
275	IC-126	XXX Loop Diagram		X
276	IC-127	XXX Loop Diagram		X
277	IC-128	XXX Loop Diagram		X
278	IC-200	CP-200 Elevation View		X
279	IC-201	CP-200 Terminal Strip Details 1		X
280	IC-202	CP-200 Terminal Strip Details 2		X
281	IC-203	CP-200 Power Distribution Schematic 1		X
282	IC-205	CP-200 PLC & Ups Wiring Diagram		X
283	IC-206	CP-200 Digital Inputs, Slot X		X
284	IC-207	CP-200 Digital Inputs, Slot X		X
285	IC-208	CP-200 Digital Outputs, Slot X		X

Sweet Home WWTP Improvements Project

Scope of Work Exhibit 1

Phase 1 Final Design Sheet List

Table 1-2. Anticipated Sheet List				
Sheet No.	Drawing No.	Drawing Title	60%	90%/ Final
286	IC-209	CP-200 Analog Inputs, Slot X		X
287	IC-210	CP-200 Analog Inputs, Slot X		X
288	IC-211	CP-200 Analog Outputs, Slot X		X
289	IC-220	Area 200 Loop Diagram I		X
290	IC-221	Area 200 Loop Diagram Ii		X
291	IC-222	Area 200 Loop Diagram Iii		X
292	IC-223	Area 200 Loop Diagram Iv		X
293	IC-224	Area 200 Loop Diagram V		X
294	IC-225	Area 200 Loop Diagram Vi		X
295	IC-226	Area 200 Loop Diagram Vii		X
296	IC-227	Area 200 Loop Diagram Viii		X
297	IC-228	Area 200 Loop Diagram Ix		X
298	IC-300	CP-300 Elevation View		X
299	IC-301	CP-300 Terminal Strip Details 1		X
300	IC-302	CP-300 Terminal Strip Details 2		X
301	IC-303	CP-300 Power Distribution Schematic 1		X
302	IC-305	CP-300 PLC & Ups Wiring Diagram		X
303	IC-306	CP-300 Digital Inputs, Slot X		X
304	IC-307	CP-300 Digital Inputs, Slot X		X
305	IC-308	CP-300 Digital Outputs, Slot X		X
306	IC-309	CP-300 Analog Inputs, Slot X		X
307	IC-310	CP-300 Analog Inputs, Slot X		X
308	IC-311	CP-300 Analog Outputs, Slot X		X
309	IC-320	Area 300 Instrument Loop Diagram I		X
310	IC-321	Area 300 Instrument Loop Diagram Ii		X
311	IC-322	Area 300 Instrument Loop Diagram Iii		X
312	IC-323	Area 300 Instrument Loop Diagram Iv		X
313	IC-324	Area 300 Instrument Loop Diagram V		X
314	IC-325	Area 300 Instrument Loop Diagram Vi		X
315	IC-326	Area 300 Instrument Loop Diagram VII		X
316	IC-327	Area 300 Instrument Loop Diagram VIII		X
317	IC-328	Area 300 Instrument Loop Diagram IX		X

Sweet Home WWTP Improvements Project

Scope of Work Exhibit 1

Phase 1 Final Design Sheet List

Table 1-2. Anticipated Sheet List				
Sheet No.	Drawing No.	Drawing Title	60%	90%/ Final
Process and Instrumentation Diagrams (P&IDs)				
318	I-001	P&ID Legends, Symbols And Abbreviations 1	X	X
319	I-002	P&ID Legends, Symbols And Abbreviations 2	X	X
320	I-110	P&ID - Influent Pump Station 1	X	X
321	I-111	P&ID - Influent Pump Station 2	X	X
322	I-231	P&ID - Raw Sewage Screens 1	X	X
323	I-232	P&ID - Raw Sewage Screens 2	X	X
324	I-233	P&ID - Screenings Conveyance & Processing	X	X
325	I-241	P&ID - Grit Removal Basin	X	X
326	I-242	P&ID - Grit Classifier	X	X
327	I-251	P&ID - Solids Dewatering 1	X	X
328	I-252	P&ID - Solids Dewatering 2	X	X
329	I-253	P&ID - Polymer Makedown	X	X
330	I-311	P&ID - Primary Clarifier No. 1	X	X
331	I-312	P&ID - Primary Clarifier No. 2	X	X
332	I-313	P&ID - Primary Clarifier No. 3	X	X
333	I-314	P&ID - Primary Effluent Distribution Structure	X	X
334	I-315	P&ID - Primary Sludge Pumps	X	X
335	I-316	P&ID - Primary Scum Pumps	X	X
336	I-331	P&ID - Odor Control	X	X

Exhibit 2

Phase 2 Sheet List

Sweet Home WWTP Improvements Project

Scope of Work Exhibit 2

Phase 2 Preliminary Sheet List

Table 1-1. Sheet List Summary by Discipline	
Sheet List Title	Number of Sheets
General	8
Civil	24
Architectural	14
Structural	75
Mechanical	76
Plumbing	6
HVAC	6
Electrical	96
Process & Instrumentation Diagrams	25
Instrumentation & Control	42
Total	372

Table 1-2. Anticipated Sheet List		
Sheet No.	Drawing No.	Drawing Title
General		
1	G-000	Cover Sheet
2	G-001	Drawing Index
3	G-002	General Notes
4	G-003	Symbols
5	G-004	Abbreviations
6	G-005	Design Criteria
7	G-006	Process Flow Diagram
8	G-007	Hydraulic Profile
Civil		
9	C-001	Civil Details 1
10	C-002	Civil Details 2
11	C-003	Civil Details 3
12	C-004	Civil Details 4
13	C-005	Civil Details 5
14	C-010	Erosion Control Notes
15	C-011	Erosion Control Plan
16	C-020	Existing Conditions Plan
17	C-021	Site Demolition Plan
18	C-022	Existing Utilities Plan

Sweet Home WWTP Improvements Project

Scope of Work Exhibit 2

Phase 2 Preliminary Sheet List

Table 1-2. Anticipated Sheet List		
Sheet No.	Drawing No.	Drawing Title
19	C-023	Utility Demolition Plan
20	C-030	Overall Site Plan, Structure Coordinates, Staging and Access
21	C-031	Overall Grading, Drainage and Paving Plan
22	C-040	Yard Piping Plan
23	C-041	SD Profiles - 1
24	C-042	SD Profiles - 2
25	C-043	PECS PE Profiles
26	C-044	AB 1 & 2/AB 3 ML Profiles
27	C-045	AB 3 ML Profiles
28	C-046	SC60 SE Profiles
29	C-047	SC60 RAS/WAS Profiles
30	C-048	SC90 SE Profiles
31	C-049	SC90 RAS/WAS Profiles
32	C-050	Outfall Profiles
Architectural		
33	A-001	Architectural Legends and Code Information
34	A-002	Architectural Site Plan
35	A-003	Architectural Schedules
36	A-004	Architectural Details - Assemblies
37	A-005	Architectural Details - Window, Door, and Louver Details
38	A-006	Architectural Details - Misc Building Details
39	A-007	Architectural Details - Misc Building Details
40	A-008	Architectural Details - Misc Building Details
41	A-500	Tertiary Building Plans
42	A-501	Tertiary Building Elevations and Sections
43	A-550	Existing Electric Building Plans
44	A-551	Existing Electric Building Elevations and Sections
45	A-610	Solids Building Plans
46	A-611	Solids Building Elevations and Sections
Structural		
47	S-001	General Structural Notes, Structural Abbreviations
48	S-002	Special Inspections and Structural Notes
49	S-003	Structural Material Notes
50	S-004	Structural Material Notes Continued
51	S-005	Typical Concrete Joint Details

Sweet Home WWTP Improvements Project

Scope of Work Exhibit 2

Phase 2 Preliminary Sheet List

Table 1-2. Anticipated Sheet List		
Sheet No.	Drawing No.	Drawing Title
52	S-006	Typical Concrete Reinforcing Details
53	S-007	Typical Concrete Base Details
54	S-008	Typical Masonry Details
55	S-009	Typical Masonry Details
56	S-010	Typical Grating Details
57	S-011	Typical Metal Details
58	S-012	Typical Railing Details
59	S-130	Recycle Drain Pump Station Foundation Plan
60	S-131	Recycle Drain Pump Station Top Plan
61	S-132	Recycle Drain Pump Station Sections
62	S-133	Recycle Drain Pump Station Sections & Details
63	S-410	Existing Aeration Basin 1 & 2 Foundation Plan
64	S-411	Existing Aeration Basin 1 & 2 Top Plan
65	S-412	Existing Aeration Basin 1 & 2 Sections
66	S-413	Existing Aeration Basin 1 & 2 Sections & Details
67	S-415	Aeration Basin 3 Foundation Plan
68	S-416	Aeration Basin 3 Top Slab Plan
69	S-417	Aeration Basin 3 Longitudinal Section
70	S-418	Aeration Basin 3 Transverse Sections
71	S-419	Aeration Basin 3 Inlet & Outlet Sections
72	S-430	MLCS Foundation & Top Slab Plans
73	S-431	MLCS Sections & Details
74	S-432	MLCS Sections & Details
75	S-440	SC 60 RAS Pump Station Foundation Plan
76	S-441	SC 60 RAS Pump Station Top Plan
77	S-442	SC 60 RAS Pump Station Sections & Details
78	S-443	SC 60 WAS Pump Station Foundation Plan
79	S-444	SC 60 WAS Pump Station Top Plan
80	S-445	SC 60 WAS Pump Station Sections & Details
81	S-450	SC 90 Foundation plan
82	S-451	SC 90 Top Plan
83	S-452	SC 90 Longitudinal Section
84	S-453	SC 90 Transverse Section
85	S-454	SC 90 Sections & Details
86	S-455	SC 90 RAS Pump Station Foundation Plan

Sweet Home WWTP Improvements Project

Scope of Work Exhibit 2

Phase 2 Preliminary Sheet List

Table 1-2. Anticipated Sheet List		
Sheet No.	Drawing No.	Drawing Title
87	S-456	SC 90 RAS Pump Station Top Plan
88	S-457	SC 90 RAS Pump Station Sections & Details
89	S-458	SC 90 WAS Pump Station Foundation Plan
90	S-459	SC 90 WAS Pump Station Top Plan
91	S-460	SC 90 WAS Pump Station Sections & Details
92	S-500	Tertiary Building Foundation Plan
93	S-501	Tertiary Building Roof Framing Plan
94	S-502	Tertiary Building Sections & Details
95	S-510	Tertiary Filters Foundation Plan
96	S-511	Tertiary Filters Top plan
97	S-512	Tertiary Filters section
98	S-513	Tertiary Filters Top Plan
99	S-520	UV Disinfection Foundation Plan
100	S-521	UV Disinfection Top Plan
101	S-522	UV Disinfection Sections & Details
102	S-530	UW Storage Structure Foundation Plan
103	S-531	UW Storage Structure Top plan
104	S-532	UW Storage Structure Sections & Details
105	S-600	Solids Building Foundation & Roof Framing Plans
106	S-601	Solids Building Section & Details
107	S-620	Odor Scrubber Building Foundation & Roof Framing Plans
108	S-621	Odor Scrubber Building Sections & Details
109	S-630	Solids Blend Tank Foundation & Top Plans
110	S-631	Solids Blend Tank Sections & Details
111	S-640	Primary Digester - Lower Foundation Plan
112	S-641	Primary Digester - Upper Foundation Plan
113	S-642	Primary Digester - Top plan
114	S-643	Primary Digester – Longitudinal Section
115	S-644	Primary Digester – Transverse Section
116	S-645	Primary Digester – Sections & Details
117	S-650	Secondary Digester - Foundation plan
118	S-651	Secondary Digester top plan
119	S-652	Secondary Digester - Longitudinal Section
120	S-653	Secondary Digester – Transverse Section
121	S-654	Secondary Digester – Section & Details

Sweet Home WWTP Improvements Project

Scope of Work Exhibit 2

Phase 2 Preliminary Sheet List

Table 1-2. Anticipated Sheet List		
Sheet No.	Drawing No.	Drawing Title
Mechanical		
122	M-001	Mechanical Details 1
123	M-002	Mechanical Details 2
124	M-003	Mechanical Details 3
125	M-004	Mechanical Details 4
126	M-130	Recycle Drain Pump Station Isometric View
127	M-131	Recycle Drain Pump Station Plan
128	M-132	Recycle Drain Pump Station Section & Details
129	M-133	Recycle Drain Pump Station Section & Details
130	M-410	Aeration Basin (AB) 1 & 2 Isometric View
131	M-411	AB 1 & 2 Top Plan
132	M-412	AB 1 & 2 Bottom Plan
133	M-413	AB 1 & 2 Sections
134	M-414	AB 1 & 2 Details
135	M-415	AB 3 Isometric View
136	M-416	AB 3 Top Plan
137	M-417	AB 3 Bottom Plan
138	M-418	AB 3 Sections
139	M-419	AB 3 Details
140	M-430	MLCS Isometric
141	M-431	MLCS Top and Bottom Plans
142	M-432	MLCS Sections
143	M-433	MLCS Details
144	M-440	SC 60 RAS Pump Station Isometric View
145	M-441	SC 60 RAS Pump Station Plan
146	M-442	SC 60 RAS Pump Station Section & Details
147	M-443	SC 60 WAS Pump Station Isometric View
148	M-444	SC 60 WAS Pump Station Plan
149	M-445	SC 60 WAS Pump Station Section & Details
150	M-450	SC 90 Isometric View
151	M-451	SC 90 Plan
152	M-452	SC 90 Sections & Details
153	M-454	SC 90 RAS Pump Station Isometric View
154	M-455	SC 90 RAS Pump Station Plan
155	M-456	SC 90 RAS Pump Station Sections & Details

Sweet Home WWTP Improvements Project

Scope of Work Exhibit 2

Phase 2 Preliminary Sheet List

Table 1-2. Anticipated Sheet List		
Sheet No.	Drawing No.	Drawing Title
156	M-457	SC 90 WAS Pump Station Isometric View
157	M-458	SC 90 WAS Pump Station Plan
158	M-459	SC 90 WAS Pump Station Sections & Details
159	M-510	Tertiary Filters Isometric View
160	M-511	Tertiary Filters Top Plan
161	M-512	Tertiary Filters Bottom Plan
162	M-513	Tertiary Filters Sections & Details
163	M-514	Tertiary Filters Sections & Details
164	M-520	UV Disinfection-Modifications to Existing CCB
165	M-521	UV Disinfection Isometric View
166	M-522	UV Disinfection Plan
167	M-523	UV Disinfection Section & Details
168	M-524	UV Disinfection Section & Details
169	M-530	Utility Water Wet Well Isometric View
170	M-531	Utility Water Wet Well Plan
171	M-532	Utility Water Wet Well Section and Details
172	M-540	Effluent Flow Meter & Outfall Isometric View
173	M-541	Effluent Flow Meter & Outfall Plan
174	M-600	Solids Blend Tank Plan
175	M-601	Solids Blend Tank Sections
176	M-602	Solids Blend Tank Details
177	M-610	Solids Building Overall Plan
178	M-611	Solids Thickening Area Partial Plan
179	M-612	Solids Thickening Sections
180	M-613	Solids Thickening Details
181	M-614	Digester Feed Pumping Area Partial Plan
182	M-615	Digester Feed Pumping Sections and Details
183	M-616	Digester Recirculation & Heating Area Partial Plan
184	M-617	Digester Recirculation & Heating Area Sections
185	M-618	Digester Recirculation & Heating Area Details
186	M-619	Digested Sludge Pumping Area Partial Plan
187	M-620	Digested Sludge Pumping Sections and Details
188	M-621	Solids Building Odor Control Plan
189	M-622	Solids Building Odor Control Sections & Details
190	M-630	Primary Digester Top Plan

Sweet Home WWTP Improvements Project

Scope of Work Exhibit 2

Phase 2 Preliminary Sheet List

Table 1-2. Anticipated Sheet List		
Sheet No.	Drawing No.	Drawing Title
191	M-631	Primary Digester Bottom Plan
192	M-632	Primary Digester Sections
193	M-633	Primary Digester Details I
194	M-634	Primary Digester Details II
195	M-640	Digested Sludge Storage Tank Plan
196	M-641	Digested Sludge Storage Tank Sections
197	M-642	Digested Sludge Storage Tank Details
Plumbing		
198	P-001	Plumbing Symbol and General Notes
199	P-002	Plumbing Schedules
200	P-003	Plumbing Details
201	P-004	Plumbing Details
202	P-500	Tertiary Building Plumbing Plan and Details
203	P-610	Solids Building Plumbing Plan and Details
HVAC		
204	H-001	Symbol List and General Notes
205	H-002	Schedules
206	H-003	Details
207	H-500	Floor Plan - Tertiary Building
208	H-550	Floor Plan - Existing Electrical Building
209	H-610	Floor Plan - Solids Building
Electrical		
210	E-001	Electrical Abbreviations
211	E-002	Electrical Symbol Legend
212	E-003	Electrical Details 1
213	E-004	Electrical Details 2
214	E-005	Electrical Details 3
215	E-006	Electrical Details 4
216	E-010	Service Entrance One-Line Diagram
217	E-012	MCC-2 One-Line Diagram
218	E-013	MCC-3 One-Line Diagram
219	E-014	MCC-4 One-Line Diagram
220	E-020	Power Conduit Schedule 1
221	E-021	Power Conduit Schedule 2
222	E-022	Control Conduit Schedule 1

Sweet Home WWTP Improvements Project

Scope of Work Exhibit 2

Phase 2 Preliminary Sheet List

Table 1-2. Anticipated Sheet List		
Sheet No.	Drawing No.	Drawing Title
223	E-023	Control Conduit Schedule 2
224	E-024	Mechanical & Luminaire Schedule
225	E-030	Panel Schedules 1
226	E-031	Panel Schedules 2
227	E-032	Panel Schedules 3
228	E-033	Panel Schedules 4
229	E-050	Aeration Blowers - Raceway Block Diagram
230	E-051	Aeration Basins - Raceway Block Diagram
231	E-052	Secondary Clarifier SC60 - Raceway Block Diagram
232	E-053	Secondary Clarifier SC90 - Raceway Block Diagram
233	E-054	WAS/RAS Pump Station - Raceway Block Diagram
234	E-055	Tertiary Building - Raceway Block Diagram
235	E-056	Tertiary Filters - Raceway Block Diagram
236	E-057	UV Disinfection - Raceway Block Diagram
237	E-058	Utility Water System - Raceway Block Diagram
238	E-059	Outfall - Raceway Block Diagram
239	E-060	Solids Building - Raceway Block Diagram
240	E-061	Solids Building Odor Control - Raceway Block Diagram
241	E-062	Sludge Blend Tank - Raceway Block Diagram
242	E-063	Primary Digester - Raceway Block Diagram
243	E-064	Digested Sludge Storage Tank - Raceway Block Diagram
244	E-100	Electrical Site Demolition Plan
245	E-101	Electrical Overall Site Plan
246	E-102	Electrical Hazardous Location Plan
247	E-130	Recycle Drain Pump Station - Electrical Plan & Sections
248	E-131	Recycle Drain Pump Station - Details
249	E-400	Blower Building - Electrical Floor Plan
250	E-410	Aeration Basins - Enlarged Site Plan
251	E-411	Aeration Basins - Lighting & Receptacle Plan
252	E-412	Aeration Basins 1&2 - Electrical Plan & Section
253	E-413	Aeration Basins 1&2 - Electrical Details
254	E-414	Aeration Basins 3 - Electrical Plan & Section
255	E-440	Secondary Clarifiers - Enlarged Site Plan
256	E-441	Secondary Clarifier SC60 - Electrical Plan & Sections
257	E-442	RAS & WAS Pump Station - Electrical Plan & Sections

Sweet Home WWTP Improvements Project

Scope of Work Exhibit 2

Phase 2 Preliminary Sheet List

Table 1-2. Anticipated Sheet List		
Sheet No.	Drawing No.	Drawing Title
258	E-443	RAS & WAS Pump Station - Electrical Details
259	E-450	Secondary Clarifier SC90 - Electrical Plan & Sections
260	E-500	Tertiary Building - Power & Control Plan
261	E-501	Tertiary Building - Lighting & Receptacle Plan
262	E-502	Tertiary Building - Electrical Room Floor Plan
263	E-510	Tertiary Filters - Electrical Plan & Sections
264	E-511	Tertiary Filters - Electrical Details
265	E-520	UV Disinfection - Electrical Plan & Sections
266	E-521	UV Disinfection - Electrical Details
267	E-530	Utility Water - Electrical Plan & Sections
268	E-531	Utility Water - Electrical Details
269	E-540	Outfall - Electrical Plan & Sections
270	E-541	Outfall - Electrical Details
271	E-600	Solids Building - Power & Control Plan
272	E-601	Solids Building - Lighting & Receptacle Plan
273	E-602	Solids Building - Electrical Room Floor Plan
274	E-610	Boiler & Hot Water- Electrical Sections & Details
275	E-611	Boiler & Hot Water - Electrical Plan & Sections
276	E-620	Solids Building Odor Control - Electrical Plan & Sections
277	E-621	Solids Building Odor Control - Electrical Details
278	E-630	Sludge Blend Tank - Electrical Plan & Sections
279	E-631	Sludge Blend Tank - Electrical Details
280	E-640	Primary Digester - Overall Site Plan
281	E-641	Primary Digester - Electrical Plan & Sections
282	E-642	Primary Digester - Solids Heating & Flare Electrical Plan
283	E-643	Primary Digester - Electrical Details
284	E-650	Digested Sludge Storage Tank - Electrical Plan & Sections
285	E-651	Digested Sludge Storage Tank - Electrical Details
286	E-930	Aeration Blower VFD - Motor Schematic
287	E-931	Aeration Blower Swing-N Mixer - Motor Schematic
288	E-932	Aeration Blower IMLR Pump VFD - Motor Schematic
289	E-933	Grit System - Motor Schematic
290	E-934	Secondary Clarifier Drive - Motor Schematic
291	E-935	WAS Pump VFD - Motor Schematic
292	E-936	RAS Pump VFD - Motor Schematic

Sweet Home WWTP Improvements Project

Scope of Work Exhibit 2

Phase 2 Preliminary Sheet List

Table 1-2. Anticipated Sheet List		
Sheet No.	Drawing No.	Drawing Title
293	E-937	Sludge Blend Tank Mix Pump - Motor Schematic
294	E-938	Thickening Feed Pump - Motor Schematic
295	E-939	Digester Feed Pump - Motor Schematic
296	E-940	Digester Recirculation Pump - Motor Schematic
297	E-941	Digester Drain Pump - Motor Schematic
298	E-942	Digester Mixer - Motor Schematic
299	E-943	Digester Tank Mixer - Motor Schematic
300	E-944	Digester Feed Pump VFD - Motor Schematic
301	E-945	Filter - Motor Schematic
302	E-946	Filter Pump - Motor Schematic
303	E-947	Filter Backwash Pump - Motor Schematic
304	E-948	Utility Water Pump - Motor Schematic
305	E-949	Air Compressor - Motor Schematic
Instrumentation and Controls (I&C)		
306	IC-001	Instrumentation & Control Abbreviations
307	IC-002	Instrumentation & Control Symbol Legend
308	IC-200	CP-200 Elevation View
309	IC-201	CP-200 Terminal Strip Details 1
310	IC-202	CP-200 Terminal Strip Details 2
311	IC-203	CP-200 Power Distribution Schematic 1
312	IC-205	CP-200 PLC & UPS Wiring Diagram
313	IC-206	CP-200 Digital Inputs, Slot X
314	IC-207	CP-200 Digital Inputs, Slot X
315	IC-208	CP-200 Digital Outputs, Slot X
316	IC-209	CP-200 Analog Inputs, Slot X
317	IC-210	CP-200 Analog Inputs, Slot X
318	IC-211	CP-200 Analog Outputs, Slot X
319	IC-220	Area 200 Loop Diagram I
320	IC-221	Area 200 Loop Diagram II
321	IC-222	Area 200 Loop Diagram III
322	IC-223	Area 200 Loop Diagram IV
323	IC-224	Area 200 Loop Diagram V
324	IC-225	Area 200 Loop Diagram VI
325	IC-226	Area 200 Loop Diagram VII
326	IC-227	Area 200 Loop Diagram VIII

Sweet Home WWTP Improvements Project

Scope of Work Exhibit 2

Phase 2 Preliminary Sheet List

Table 1-2. Anticipated Sheet List		
Sheet No.	Drawing No.	Drawing Title
327	IC-228	Area 200 Loop Diagram IX
328	IC-400	CP-400 Elevation View
329	IC-401	CP-400 Terminal Strip Details 1
330	IC-402	CP-400 Terminal Strip Details 2
331	IC-403	CP-400 Power Distribution Schematic 1
332	IC-405	CP-400 PLC & UPS Wiring Diagram
333	IC-406	CP-400 Digital Inputs, Slot X
334	IC-407	CP-400 Digital Inputs, Slot X
335	IC-408	CP-400 Digital Outputs, Slot X
336	IC-409	CP-400 Analog Inputs, Slot X
337	IC-410	CP-400 Analog Inputs, Slot X
338	IC-411	CP-400 Analog Outputs, Slot X
339	IC-420	Area 400 Instrument Loop Diagram I
340	IC-421	Area 400 Instrument Loop Diagram II
341	IC-422	Area 400 Instrument Loop Diagram III
342	IC-423	Area 400 Instrument Loop Diagram IV
343	IC-424	Area 400 Instrument Loop Diagram V
344	IC-425	Area 400 Instrument Loop Diagram VI
345	IC-426	Area 400 Instrument Loop Diagram VII
346	IC-427	Area 400 Instrument Loop Diagram VIII
347	IC-428	Area 400 Instrument Loop Diagram IX
Process and Instrumentation Diagrams (P&IDs)		
348	I-001	P&ID Legends, Abbreviations, Symbols I
349	I-002	P&ID Legends, Abbreviations, Symbols II
350	I-130	P&ID - Recycle/Drain Pump Station
351	I-400	P&ID - Blower Room and Aeration Header
352	I-410	P&ID - Aeration Basin 1
353	I-411	P&ID - Aeration Basin 2
354	I-412	P&ID - Aeration Basin 3
355	I-430	P&ID - Mixed Liquor Control Structure (MLCS)
356	I-440	P&ID - 60' Secondary Clarifier (SC60)
357	I-441	P&ID - SC60 RAS/WAS/SCUM/DRAIN
358	I-450	P&ID - 90' Secondary Clarifier (SC90)
359	I-451	P&ID - SC90 RAS/WAS/SCUM/DRAIN
360	I-540	P&ID - Tertiary Filtration

Sweet Home WWTP Improvements Project

Scope of Work Exhibit 2

Phase 2 Preliminary Sheet List

Table 1-2. Anticipated Sheet List		
Sheet No.	Drawing No.	Drawing Title
361	I-520	P&ID - UV Disinfection
362	I-530	P&ID - Utility Water System
363	I-550	P&ID - Effluent Flow Metering & Outfall
364	I-600	P&ID - Sludge Blend Tank and Mixing
365	I-610	P&ID - Solids Thickening and Digester Feed Pumping
366	I-611	P&ID - Solids Recirculation Pumps
367	I-612	P&ID - Solids Boiler and Heat Exchanger
368	I-613	P&ID - Digested Sludge Transfer Pumping
369	I-614	P&ID - Waste Gas Burner
370	I-615	P&ID - Solids Building Odor Control
371	I-630	P&ID - Primary Digester and Digester Mixing
372	I-640	P&ID - Digested Sludge Storage Tank and Mixing

Attachment B

Budget Spreadsheet

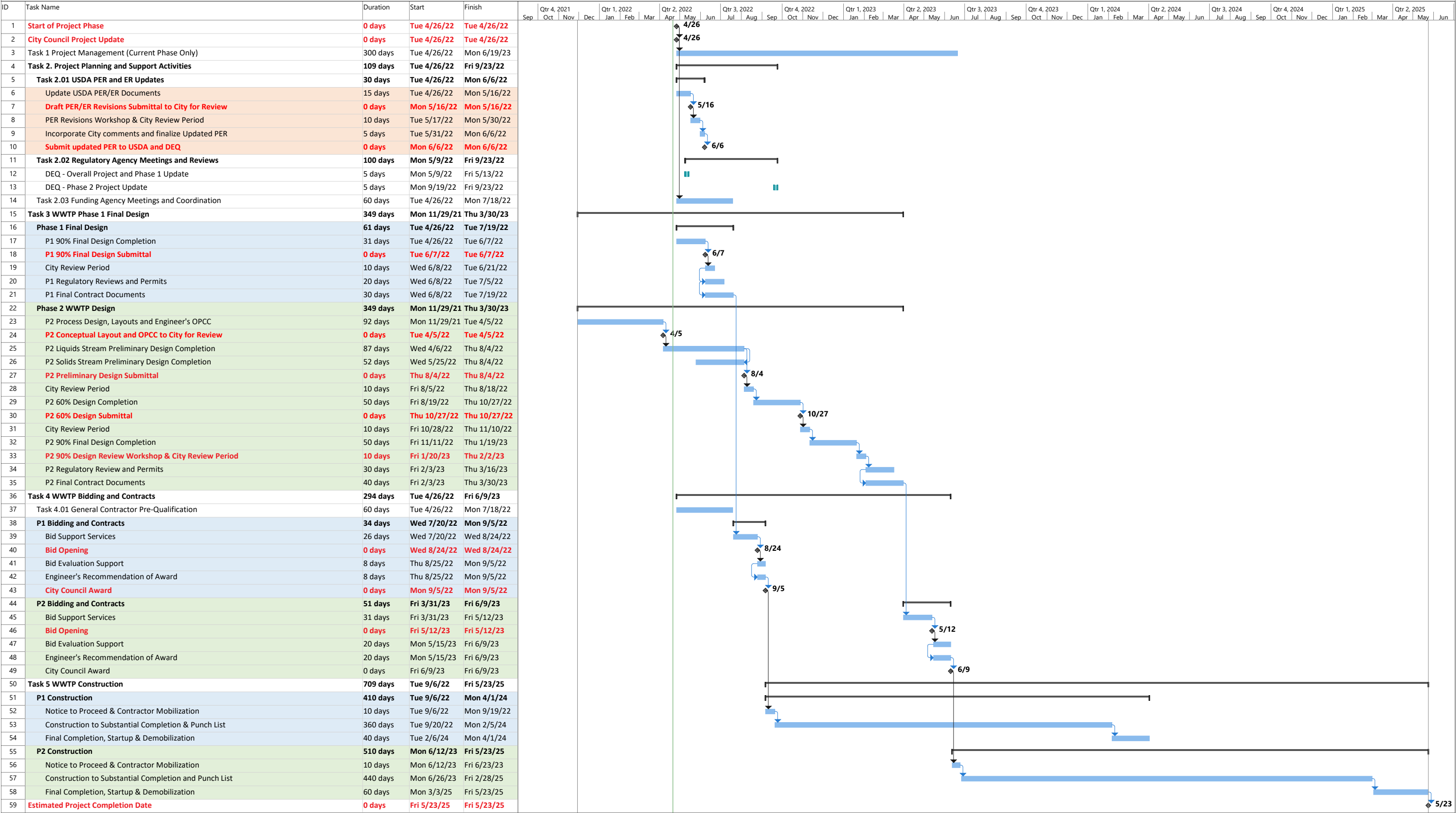
ATTACHMENT B
PROJECT BUDGET
SWEET HOME WWTP IMPROVEMENTS PROJECT

West Yost Associates PROJECT: Sweet Home WWTP Improvements	P/VP \$300 Moolenkamp	SE/SS/SG I \$241 Van Meter	SE/SS/SG I \$230 Barry	PE/PS/PG I \$257 Schilling	PE/PS/PG II \$272 Costello	P/VP \$300 Chung	SE/SS/SG II \$241 Hardy	AE/AS/SG II \$211 Shimberg	AE/AS/SG I \$198 Drath	ADM II \$102 Mulvihill	CAD II \$155 Barber	ESG II \$184 Lang	ESG I \$158 Kercado	EM/SM/GM I \$285 Banyai	EM/SM/GM II \$297 Meyer/Gies	Labor		Technology & Admin 6%	ACE	SWA	LCE	TAG	CAD	MCMJ	PHS	IFE	Costs			
																Hours	Fee										Sub. w/ markup 5%	Other Direct	Total Costs	
Task 1 Project Management																														
1.01 Contracts and PMP	4	8	8							4					2	26	\$ 5,970	\$ 358												\$ 6,328
1.02 Monthly Project Status Reports and Invoices	4	10	20							20						54	\$ 10,250	\$ 615	\$ 1,000	\$ 2,016	\$ 6,120	\$ 1,500				\$ 1,000	\$ 12,218		\$ 23,083	
1.03 Team Coordination Activities		80	80	60	60	24		24	24			48	48	16	24	488	\$ 114,540	\$ 6,872	\$ 1,000	\$ 2,016	\$ 3,000	\$ 1,000	\$ 2,500					\$ 992	\$ 500	\$ 131,904
Subtotal, Task 1 (hours)	8	98	108	60	60	24	0	24	24	24	0	48	48	16	26	568														
Subtotal, Task 1 (\$)	\$ 2,400	\$ 23,618	\$ 24,840	\$ 15,420	\$ 16,320	\$ 7,200		\$ 5,064	\$ 4,752	\$ 2,448		\$ 8,832	\$ 7,584	\$ 4,560	\$ 7,722		\$ 130,760	\$ 7,846	\$ 2,000	\$ 4,032	\$ 9,120	\$ 2,500	\$ 2,500			\$ 1,000	\$ 22,210	\$ 500	\$ 161,315	
Task 2 Project Planning and Coordination Activities																														
2.01 USDA PER/ER Updates		8	40	4	4	4		2	2	6	12	4	8		2	96	\$ 20,328	\$ 1,220							\$ 2,750		\$ 2,888	\$ 50	\$ 24,485	
2.02 GER/GDR Updates		2	6	2	2					2	2					16	\$ 3,434	\$ 206						\$ 17,675			\$ 18,559	\$ 50	\$ 22,249	
2.03 Regulatory Agency Meetings and Coordination		24	24	4	4						2	4				62	\$ 14,466	\$ 868										\$ 150	\$ 15,484	
2.04 Funding Agency Meetings and Coordination		16	16								2	4			2	40	\$ 9,176	\$ 551										\$ 150	\$ 9,877	
2.05 General Contractor Pre-Qualification		16	24	2	2					8	8	4	4		2	70	\$ 14,452	\$ 867										\$ 250	\$ 15,569	
2.06 Construction Documentation Software Selection		16	8	2	2					4		4	4		2	42	\$ 9,124	\$ 547										\$ 50	\$ 9,721	
2.07 Special Inspections and Testing Firm Selection		10	16	2	2					4	4	4	4		2	48	\$ 10,138	\$ 608										\$ 50	\$ 10,796	
2.08 Biological Process Design Confirmation		16			16	4	28								16	80	\$ 20,908	\$ 1,254										\$ 50	\$ 22,212	
Subtotal, Task 2 (hours)	0	108	134	16	32	8	28	2	2	24	30	24	20	0	26	454													\$ 50	
Subtotal, Task 2 (\$)		\$ 26,028	\$ 30,820	\$ 4,112	\$ 8,704	\$ 2,400	\$ 6,748	\$ 422	\$ 396	\$ 2,448	\$ 4,650	\$ 4,416	\$ 3,160		\$ 7,722		\$ 102,026	\$ 6,122						\$ 17,675	\$ 2,750		\$ 21,446	\$ 800	\$ 130,394	
Task 3 Phase 1 Final Design & Bidding Services																														
3.01 Phase 1 90% Final Design	2	48	156	217	35	0	0	224	192	0	181	192	131	15	40	1433	\$ 298,853	\$ 17,931	\$ 24,000	\$ 37,104	\$ 68,348	\$ 19,500	\$ 44,587			\$ 11,900	\$ 215,711	\$ 500	\$ 532,995	
3.02 Phase 1 90% Final Design Workshops		8	12	12				12	6		4	16	16	6		92	\$ 19,294	\$ 1,158	\$ 600	\$ 1,000	\$ 1,200	\$ 500	\$ 2,500	\$ 5,080		\$ 1,000	\$ 12,474	\$ 1,000	\$ 33,926	
3.03 Phase 1 Final Design Reviews and Coordination		16	16	16	4			8			2	8	8		2	80	\$ 18,064	\$ 1,084		\$ 500	\$ 500	\$ 500	\$ 500			\$ 500	\$ 2,625	\$ 500	\$ 22,273	
3.04 Phase 1 Final Contract Documents	2	15	52	72	11	0	0	75	64	0	60	64	43	5	40	503	\$ 107,343	\$ 6,441	\$ 7,000	\$ 9,490	\$ 24,783	\$ 12,500	\$ 15,862	\$ 500	500	\$ 4,100	\$ 78,471	\$ 1,500	\$ 193,755	
3.05 Phase 1 Bidding Services		28	28	20				16	4	8	8	16	16	2	4	150	\$ 31,782	\$ 1,907	\$ 1,500	\$ 1,879	\$ 2,880	\$ 1,500	\$ 1,500	\$ 200	\$ 200	\$ 4,400	\$ 14,762	\$ 1,000	\$ 49,451	
Subtotal, Task 3 (hours)	4	115	264	337	50	0	0	335	266	8	255	296	214	28	86	2258														
Subtotal, Task 3 (\$)	\$ 1,200	\$ 27,715	\$ 60,720	\$ 86,609	\$ 13,600			\$ 70,685	\$ 52,668	\$ 816	\$ 39,525	\$ 54,464	\$ 33,812	\$ 7,980	\$ 25,542		\$ 475,336	\$ 28,520	\$ 33,100	\$ 49,973	\$ 97,710	\$ 34,500	\$ 64,950	\$ 5,780	\$ 700	\$ 21,900	\$ 324,043	\$ 4,500	\$ 832,399	
Task 4 WWTP Phase 2 Preliminary and 60% Design																														
4.01 Phase 2 Preliminary Design	2	101	53	0	238	100	0	138	174	0	105	207	249	13	40	1420	\$ 304,727	\$ 18,284	\$ 30,000	\$ 6,618	\$ 30,610	\$ 4,500	\$ 57,500	\$ 500		\$ 6,885	\$ 143,444	\$ 1,000	\$ 467,454	
4.02 Phase 2 Preliminary and 60% Design Workshops		20	20		20	10		10	10	2		20	20			132	\$ 28,994	\$ 1,740	\$ 1,000	\$ 800	\$ 1,500	\$ 500	\$ 2,500			\$ 800	\$ 7,455	\$ 500	\$ 38,689	
4.03 Phase 2 60% Design	2	101	53	0	238	100	0	138	174	0	105	207	249	13	40	1420	\$ 304,727	\$ 18,284	\$ 30,000	\$ 6,618	\$ 30,610	\$ 4,500	\$ 57,500	\$ 500		\$ 6,885	\$ 143,444	\$ 1,500	\$ 467,954	
Subtotal, Task 4 (hours)	4	222	126	0	496	210	0	286	358	2	210	434	518	26	80	2972														
Subtotal, Task 4 (\$)	\$ 1,200	\$ 53,502	\$ 28,980		\$ 134,912	\$ 63,000		\$ 60,346	\$ 70,884	\$ 204	\$ 32,550	\$ 79,856	\$ 81,844	\$ 7,410	\$ 23,760		\$ 638,448	\$ 38,307	\$ 61,000	\$ 14,036	\$ 62,720	\$ 9,500	\$ 117,500	\$ 1,000		\$ 14,570	\$ 294,342	\$ 3,000	\$ 974,097	
Task 5 Contingency																														
5.01 Owner-Controlled Contingency	4	80	60	60	60	20		40	40	10	40	60	60	20	10	564	\$ 124,790	\$ 7,487	\$ 10,000	\$ 10,000	\$ 15,000	\$ 5,000	\$ 10,000	\$ 2,500		\$ 5,000	\$ 60,375		\$ 192,652	
Subtotal, Task 5 (hours)	4	80	60	60	60	20	0	40	40	10	40	60	60	20	10	564														
Subtotal, Task 5 (\$)	\$ 1,200	\$ 19,280	\$ 13,800	\$ 15,420	\$ 16,320	\$ 6,000		\$ 8,440	\$ 7,920	\$ 1,020	\$ 6,200	\$ 11,040	\$ 9,480	\$ 5,700	\$ 2,970		\$ 124,790	\$ 7,487	\$ 10,000	\$ 10,000	\$ 15,000	\$ 5,000	\$ 10,000	\$ 2,500		\$ 5,000	\$ 60,375		\$ 192,652	
TOTAL (hours)																														
	20	623	692	473	698	262	28	687	690	68	535	862	860	90	228	6,816														
TOTAL (\$)	\$ 6,000	\$ 150,143	\$ 159,160	\$ 121,561	\$ 189,856	\$ 78,600	\$ 6,748	\$ 144,957	\$ 136,620	\$ 6,936	\$ 82,925	\$ 158,608	\$ 135,880	\$ 25,650	\$ 67,716		\$ 1,471,360	\$ 88,282	\$ 106,100	\$ 78,041	\$ 184,550	\$ 51,500	\$ 194,950	\$ 26,955	\$ 3,450	\$ 42,470	\$ 722,416	\$ 8,800	\$ 2,290,858	

Attachment C

Schedule

Attachment C
Project Schedule
Sweet Home WWTP Improvements Project



Task Order No. 9

City of Sweet Home WWTP Phase 1 Final Design

West Yost Job Number 936-50-21-09

In accordance with the Contract between the City of Sweet Home (Client) and West Yost Associates, Inc. (Consultant), dated September 2, 2020, Consultant is authorized to complete the work scope defined in this Task Order No. 9 according to the schedule and budget defined herein.

WORK SCOPE

The Scope of Services includes providing Final Design services for the City of Sweet Home Wastewater Treatment Plant Improvements Project in accordance with the Letter Proposal dated August 25, 2021 (Exhibit A).

COMPENSATION

Compensation shall be in accordance with the provisions of the Task Order Agreement between Client and Consultant.

The compensation limit for services performed under this task order shall not exceed \$1,137,477. If additional funds are required to complete the services defined herein beyond this limit, Consultant shall notify Client in writing prior to reaching the authorized limit and will not proceed with work in excess of the limit without the prior written approval of Client.

SCHEDULE

Schedule shall be performed as shown in Exhibit A.

WEST YOST ASSOCIATES, INC.

Robert Ward
Signature

Robert Ward
Printed Name

Vice President
Title

September 8, 2021
Date

CITY OF SWEET HOME

Ram Towner
Signature

RAM TOWNER
Printed Name

City Manager
Title

28 SEPT 2021
Date



5 Centerpointe Drive
Suite 130
Lake Oswego OR 97035

503.451.4500 phone
530.756.5991 fax
westyost.com

August 25, 2021

SENT VIA: EMAIL

Mr. Greg Springman
Public Works Director
City of Sweet Home
1400 24th Avenue
Sweet Home, OR 97386

SUBJECT: Proposal for Engineering Services for Sweet Home WWTP Phase 1 Final Design

Dear Greg:

This letter proposal summarizes West Yost's proposal for conducting further evaluations of the current WWTP final design building on the high-level design review completed by the West Yost team over a 2-week period in July. Following the detailed design evaluation, West Yost will then complete final design for an initial phase of work that will be broken out to assure the City meets timelines for expenditure of project funding provided by the Oregon legislature. This proposal provides an introduction to our project team along with West Yost's proposed Scope of Services, Budget and Schedule for the project.

PROJECT TEAM

West Yost's project team includes a combination of sub-consultants and staff who participated in the 90% final design review or who have been involved in the project previously who will continue work on final design. West Yost's team includes:

Bob Ward (West Yost) – Principal-in-Charge supporting the City and project team

Preston Van Meter (West Yost) – Project Manager and primary point of contact

Brooke Barry (West Yost) – Deputy Project Manager, Civil Design Lead and alternate point of contact

Anthony Tartaglione (West Yost) – Mechanical Design Lead and alternate point of contact

Walt Meyer and Tim Banyai (West Yost) – QA/QC

Allan Goffe (Ace Engineers) – Structural Design Lead

Alan Armstrong (Strongwork Architecture) – Architectural Design Lead continuing on project

Steve Dacus (Interface Engineering) – MEP/HVAC Design Lead continuing on project

Ben Perry (Landis Consulting) – Electrical, Instrumentation and Controls (EI&C) Design Lead

Gary Jenks (The Automation Group) – Controls and Automation Lead and City Integrator-of-Record

SCOPE OF SERVICES

Phase 1 WWTP upgrades are intended to fast-track final design for a portion of the project to assure the expenditure of the \$7 Million earmarked for the City by the Oregon State Legislature by June 30, 2023. Phase 1 project elements are anticipated to include the following major elements that are primarily located on the "Upper Plant" portion of the WWTP site:

- New WWTP Headworks;
- New Primary Clarifier and Primary Sludge Pump Station;
- New Solids Dewatering and Covered Cake Storage Area;
- Upper Plant Area Site Improvements and Yard Piping;
- WWTP Electrical and Controls Backbone Systems;
- Administration Building; and
- Maintenance Building

The Scope of Services is including in Attachment A and includes the following tasks:

- Task 1. Project Management
- Task 2. Project Initiation and Detailed Design Evaluation
- Task 3. WWTP Phase 1 Final Design
- Task 4. Contractor Pre-Qualification, Bidding and Contracts

PROJECT BUDGET

West Yost's proposed level of effort and budget for each of the tasks described above is summarized in Table 1. West Yost will perform the Scope of Services described above on a time-and-expenses basis, at the billing rates set forth in West Yost's current contract for providing City Engineer-of-Record services, with a not-to-exceed budget of **\$1,137,477**. For budgeting purposes, West Yost has used our current 2021 rates with a special rate for Preston Van Meter of \$233/hour.

Any additional services not included in this Scope of Services will be performed only after receiving written authorization and a corresponding budget augmentation.

Table 1. Estimated Project Budget	
Task	Budget, \$
Task 1. Project Management	\$74,709
Task 2. Project Initiation and Detailed Design Review	\$224,309
Task 3. WWTP 90% Design Review	\$751,813
Task 4. Closing Design Review Meeting	\$86,647
Total Project Budget	\$1,137,477

SCHEDULE

West Yost team will fast-track the detailed design evaluation and WWTP Phase 1 final design with a goal of bidding Phase 1 in March 2022. A detailed project schedule will be developed at the start of the project. Below are approximate timelines anticipated for the project:

Project Start:	September 15, 2021
Detailed Design Evaluation:	September – October 2021
WWTP Phase 1 90% Design:	October 2021 – January 2022
Contractor Pre-Qualification:	January 2022
WWTP Final Contract Documents:	February 2022
Bidding and Contracts:	February – March 2022

Thank you for providing West Yost the opportunity to be of continued service to the City. We look forward to working with you on this important project. Please call, 503.784.9536, if you have any questions or require additional information.

Sincerely,
WEST YOST



Bob Ward, PE
Vice President
PE# 58810



Preston Van Meter, PE
Principal Engineer
PE# 51615

Attachment A

Scope of Services

ATTACHMENT A

SCOPE OF SERVICES FOR WWTP PHASE 1 IMPROVEMENTS PROJECT

August 19, 2021

Final design for Phase 1 of the Sweet Home WWTP Improvements Project (Project) is anticipated to include the following major elements:

- New WWTP Headworks
- New Primary Clarifier and Primary Sludge Pump Station
- New Solids Dewatering and Covered Cake Storage Area
- Upper Plant Area Site Improvements and Yard Piping
- WWTP Electrical and Controls Backbone Systems
- Administration Building
- Maintenance Building

The following tasks summarize the additional engineering services to be provided by West Yost on the City of Sandy Existing WWTP Condition Assessment Improvements Project:

- Task 1.** Project Management
- Task 2.** Background Data Collection and Initial Design Activities
- Task 3.** Phase 1 Final Design
- Task 4.** Phase 1 WWTP Bidding and Construction Contracts

Task 1. Project Management

Project management includes coordination of West Yost's internal team and subconsultants, quality assurance and quality control (QA/QC) activities, and preparation of monthly project updates and invoices.

Task 1.01. Contracts and Project Management Plan (PMP)

Coordinate with the City and Owner's Representative to finalize contracts for West Yost and our subconsultants. Prepare a Project Management Plan to guide the completion of the project, summarizing team coordination activities, reporting requirements, project scope, key schedule milestones, staffing plan, contingency planning for unforeseen changes in project scope, and other related project elements.

Task 1.02. Monthly Project Status Reports and Invoices

Prepare monthly project updates, including a summary of project status, monthly invoice for services performed, earned value analysis (EVA) assessing project completion versus budget utilized, key upcoming project milestones, and any anticipated issues that may impact project budget or schedule.

Task 1.03. Team Coordination Activities

West Yost will conduct bi-weekly project check-in conference calls with City staff to review and discuss design issues, track project budget and schedule status, identify key coordination items such (e.g. permitting) and other elements pertinent to the Phase 1 WWTP Final Design. For budgeting purposes, 12 one-hour bi-weekly team conference calls to be attended virtually by West Yost's Project Manager, Deputy Project Manager and Mechanical Lead are included.

West Yost's full design team will also conduct bi-weekly design team conference calls to discuss final design progress, coordinate discipline design efforts and keep the project on schedule and budget. For budgeting purposes, 12 one-hour bi-weekly team conference calls to be attended by project team are included.

Task 1 Assumptions

- The project duration is anticipated to be six months, therefore six (6) monthly project progress reports and invoices are budgeted.
- Action items from bi-weekly project check-in conference calls will be sent to attendees via email.

Task 1 Deliverables

- West Yost will provide one electronic (PDF) copy of monthly progress reports with invoices.

Task 2. Background Data Collection and Detailed Design Evaluation

This task includes collection and review of background information needed to complete final design for the WWTP Phase 1 Improvements as well as initial design activities for elements such as reviewing modeling files (BioWin, Visual Hydraulics, etc.), reviewing and understanding AutoCAD files, reviewing background spreadsheets and files and other activities needed to allow final design to be completed efficiently and on schedule.

Task 2.01. Collect and Review Background Information

Prior to the Project Kickoff Meeting, West Yost will provide a Request for Background Information that will be needed in order to efficiently complete the design and delivery of the City's project. Information including the request may include:

- Current WWTP NPDES Permit and summary of communications with DEQ regarding the NPDES Permit renewal schedule;
- AutoCAD Plant 3D files for the current WWTP final design;
- Design-related spreadsheets (e.g. structural calculations, equipment list, piping schedule, cost estimates, etc.);
- BioWin® biological process model and input/output files;
- Visual Hydraulics® plant hydraulic profile and input/output files;
- Pump calculations and selection
- Copies of Geotechnical Data and Engineering Reports;
- Meeting agendas and minutes from design workshops and meetings with permitting and funding agencies;
- DEQ correspondence related to the WWTP upgrades;
- Funding agency communications and correspondence;
- Other information determined to be needed as part of the project.

Task 2.02. Project Kickoff Meeting and Site Visit

West Yost will conduct a Project Kickoff Meeting with City staff to review the project scope and assumptions, discuss the project schedule and key project milestones/deadlines, review communications procedures and protocols, and discuss other key discussion topics related to the project. The meeting will be attended by West Yost's Project Manager, Deputy Project Manager, Mechanical Lead, Structural Lead, Electrical Lead, Instrumentation and Controls Lead and one staff engineer. This meeting will be conducted at Sweet Home Public Works offices and will be followed by a WWTP site visit.

Task 2.03. Biological Process Model Review and Updates

West Yost will conduct a detailed review of the existing WWTP design criteria and BioWin® biological process model and identify recommended changes to better align with industry design standards. Agreed upon process design modifications will then be incorporated into final design of the planned WWTP upgrades.

Task 2.04. Visual Hydraulic Model Review and Updates

West Yost will conduct a detailed review of the existing WWTP Visual Hydraulics® WWTP hydraulic model and identify recommended changes to better align with industry design standards. Agreed upon hydraulic modifications will be incorporated into final design of the planned WWTP upgrades.

Task 2.05. Design Calculations and Spreadsheet Reviews

West Yost will review all design spreadsheets and computations, including cost estimates, and identify any deficiencies or areas of concern that need to be address as part of the WWTP final design. Spreadsheets may include flow and load projections, growth projections, structural calculations, equipment list and tag numbers, pump selection, aeration blower and diffuser calculations, equipment sizing spreadsheets, energy consumption calculations and all other spreadsheets and computations provided as part of the current final design information.

Task 2.06. Detail Drawing and AutoCAD Files Review

West Yost will review the current final design and identify additional information and annotation that needs to be included on the drawings for all WWTP Phase 1 design elements. Additional drawing details may include more detailed annotations as well as additional design sections and details. As part of this task, all AutoCAD files and 3D model(s) will be reviewed to develop an understanding of what is needed to provide the additional information required on the drawings to finalize the Phase 1 design.

Task 2.07. Design Review Workshops and Site Visits

West Yost will conduct two (2) workshops with City staff to review and discuss the current final design for Phase 1 WWTP upgrades. The workshops will be coupled with two WWTP site visits to confirm design details in the field. The goal of these meetings is to discuss the current design, understand the design intent and discuss potential design modifications.

Task 2.08. DEQ Detailed Design Evaluation Findings Meeting

Meet with City staff and representatives from Oregon Department of Environmental Quality (DEQ) staff to discuss the design team transition, current design status and key findings, construction phasing approach, overall project schedule, WWTP outfall design concept, NPDES Permit renewal and other items

critical for final permitting of the WWTP Improvements. The meeting will be attended by West Yost's Project Manager, Deputy Project Manager and Mechanical Lead.

Task 2.09. Detailed Design Evaluation Findings Technical Memorandum

West Yost will consolidate and summarize all reviews and recommendations, meeting outcomes and other key findings in a Detailed Design Evaluation Findings TM-01 that will establish the path forward for final design. The memo will contain agreed upon final design modifications and overall project completion schedule assuming a phased design and construction approach.

Task 2 Assumptions

- The Project Kickoff Meeting will be conducted at the City of Sweet Home's office and WWTP.
- All background data will be provided in a useable file format (e.g. MS Excel, AutoCAD, etc.). PDF files will be difficult to utilize for final design by West Yost.
- Design Review Workshops and Site Visits will be conducted at City Public Works offices and the WWTP.
- Biological process evaluations may result in recommended design modifications that could impact the current design. For example, the primary clarifier solids removal assumption in the current process model is set for 60% removal, which is not considered realistic for normal operations.
- WWTP Site Visits are budget for 6 hours, including travel time.

Task 2 Deliverables

- One electronic (PDF) copy of the Background Data Collection Request.
- One electronic (PDF) copy of the agenda and minutes from the Project Kickoff Meeting.
- One electronic (PDF) copy of the agenda and minutes from two (2) Design Review Workshops.
- One electronic (PDF) copy of the agenda and minutes from the DEQ Detailed Design Evaluation Findings Meeting.
- One electronic (PDF) copy of the draft and final Detailed Design Evaluation Findings TM-01.

Task 3 Final Design

Final design will carry the design to completion, providing 90% and 100% final design submittals along with City review periods and workshops.

Task 3.01. 90% Final Design Drawings and Specifications

Complete 90% final design for WWTP Phase 1 Improvements, including construction drawings and specifications.

Drawings: Existing AutoCAD drawings will be utilized to the maximum extent possible. West Yost anticipates drawing development will include a combination of annotating and adding details to drawings in the current design and developing new drawings to further detail the design. The table below summarizes the 200 total drawings anticipated to be included in the WWTP Phase 1 Improvements final design:

Discipline	Annotate, Detail and Enhance Current Phase 1 Design Sheets	Additional Phase 1 Drawings to be developed
General	10	–
Civil	23	5
Mechanical	29	10
Architectural	23	2
Structural	37	3
Electrical	23	10
Instrumentation	11	14
Totals	156	44

Specifications: A combination of approaches will be utilized for preparing specifications, including bid documents, Contract and General Conditions, Division 1 General Conditions and technical specifications. Existing specifications will be utilized to the maximum extent possible. Where determined to be more efficient, West Yost guide specifications will be utilized. A budget for specifications is included that has been estimated based on the number of current specification sections.

Task 3.02. 90% Final Design Submittal

Prepare a 90% Final Design Submittal including all drawings and specifications, Engineer's Opinion of Probable Construction Cost (OPCC) and updated project schedule.

Task 3.03. 90% Final Design Review Workshop

Conduct a workshop with City staff at the City's Public Works offices to review the final design submittal. For budgeting purposes, the workshop will be attended by West Yost's Project Manager, Deputy Project Manager, Architect, Mechanical Lead, Electrical Lead and Instrumentation Lead.

Task 3.04. Permitting, Regulatory and Funding Agency Meetings and Reviews

Submit the 90% Final Design to DEQ, Building Official and USDA for review. Lead agency meetings as required to obtain regulatory and funding agency approvals to proceed. This task assumes two (2) meetings with USDA, two meetings with Oregon DEQ and one (1) meeting with the City's Building Official.

Task 3.05. Prepare Final Contract Documents (CDs)

Incorporate comments from the City, DEQ, funding agencies and building official and prepare final Contract Documents, including the Project Manual and all drawings for bidding. If required, update the Engineer's OPCC and project schedule.

Task 3 Assumptions

- No geotechnical investigations, topographical surveying, hazardous materials survey or environmental documentation are anticipated to be required as part of the project or design.
- Drawings will be developed for printing and readability based on 11x17 half-size reductions.

Task 3 Deliverables

- Three (3) hard copies and one (1) electronic (PDF) copy of the WWTP Phase 1 90% Final Design Submittal, including drawings, specifications, Engineer's OPCC and Schedule.
- One electronic (PDF) copy of the agenda and minutes from the 90% Final Design Review Workshop.
- One electronic (PDF) copy of the agendas and minutes from all regulatory and funding agency meetings.
- Three (3) hard copies and 1 electronic (PDF) copy of the Final CDs including Project Manual and Drawings in 11x17 format.
- Summaries from the meetings with the permitting, regulatory and funding agencies.

Task 4 Bidding and Contracts

Final design will carry the design to completion, providing 90% and 100% final design submittals along with City review periods and workshops.

Task 4.01. General Contractor Pre-Qualification

West Yost will develop a contractor pre-qualification strategy and solicitation to develop a list of qualified contractors. The pre-qualification will evaluate experience with similar projects in size and complexity to establish a bidders list for the improvements.

Task 4.02. Bid Support Services

Support City staff throughout the bid process including assisting in advertising the project, responding to Contractor questions and inquiries during bidding and preparing addenda to modify the Final Contract Documents, if required.

Task 4.03. Bid Evaluation Support

Support the City in reviewing Contractor Bids and completing due diligence activities for the three lowest apparent Bidders to assure the project is awarded to the lowest responsive and responsible Bidder, as required by Oregon Administrative Rules.

Task 4.04. Engineer's Recommendation of Award

West Yost will prepare a Recommendation of Award recommending the City award the project to the lowest responsive and responsible Bidder.

Task 4.05. City Council Meetings

West Yost's Project Manager will attend two (2) City Council meetings as part of the bidding period and award.

Task 4 Assumptions

- General Contractor Pre-Qualification includes one pre-submittal site visit with interested bidders to review the project.
- City staff will lead bidding of the project with support provided by the West Yost team.
- Contract Documents will be distributed to bidders either electronically or hard copy using a third-party print shop that will maintain the Plan Holders List.

- Assumptions for Bid Support Services is as follows: (1) 12 Responses to Bidder Inquiries and Questions and (2) 4 Addenda.

Task 2 Deliverables

- One electronic (PDF) copy of the Prequalified Contractors
- One electronic (PDF) copy of the Pre-bid Meeting Agenda and Responses to Bid Inquiries and Questions.
- One electronic copy (PDF) of the Recommendation of Award

Task Order No. 9, Amendment 1

City of Sweet Home WWTP Phase 1 Final Design

West Yost Job Number 936-50-21-09

In accordance with the Contract between the City of Sweet Home (Client) and West Yost Associates, Inc. (Consultant), dated September 2, 2020, Consultant is authorized to complete the work scope defined in this Task Order 9, Amendment 1 according to the schedule and budget defined herein.

The purpose of this Amendment 1 to Task Order 9 is to modify the Scope of Work to be consistent with the design approach developed following a deeper evaluation of the biological process design and overall project cost. As a result of this initial evaluation, it has been determined that design of Phases 1 and 2 should proceed in parallel.

This Task Order Amendment summarizes the updated Scope of Work, Budget and Schedule for the parallel design of Phases 1 and 2 and the associated re-allocation of the current project budget.

SCOPE OF WORK

After detailed review of previous 90% design, it has been determined that more significant modifications of the design are needed. As a result, the two project phases will be completed in parallel. Therefore, the original Scope of Work is being modified to the following four tasks:

- Task 1: Project Management
- Task 2: Project Initiation and Detailed Design Review
- Task 3: Phase 1 60% Design
- Task 4: Phase 2 30% Design

The updated Scope of Work is included as Attachment A.

COMPENSATION

This is a no cost Task Order Amendment and the project budget shall not exceed \$1,137,477, as originally contracted. The updated budget breakdown for tasks based on the updated Scope of Work is included as Attachment B.

If additional funds are required to complete the services defined herein beyond this limit, Consultant shall notify Client in writing prior to reaching the authorized limit and will not proceed with work in excess of the limit without the prior written approval of Client.

SCHEDULE

The updated Project Schedule is included as Attachment C.

WEST YOST ASSOCIATES, INC.



Signature

Corie Moolenkamp

Printed Name

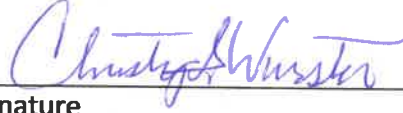
Business Sector Leader

Title

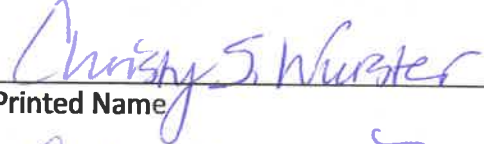
February 16, 2022

Date

CITY OF SWEET HOME



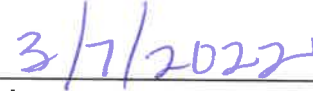
Signature



Printed Name



Title



Date

ATTACHMENT A

SCOPE OF SERVICES FOR WWTP PHASE 1 IMPROVEMENTS PROJECT

February 15, 2022

West Yost proposes to modify the existing Sweet Home WWTP Improvements Project (Project) tasks to allow Phase 1 and Phase 2 to proceed in parallel. Phases 1 and 2 are anticipated to include the following major elements:

- Phase 1:
 - L Shaped “One Big Building” including:
 - New WWTP Headworks
 - New Solids Dewatering and Covered Cake Storage Area
 - Administration Area
 - Maintenance Area
 - New Self-Cleaning Trench Style Influent Pump Station
 - New Rectangular Primary Clarifiers, Primary Sludge Pump Station, Primary Scum Pump Station and Primary Effluent Control Structure
 - New Blower Building and Generator
 - Upper Plant Area Site Improvements and Yard Piping
 - WWTP Electrical and Controls Backbone Systems
- Phase 2:
 - New Aeration Basin and Mixed Liquor Control Structure
 - New Secondary Clarifier
 - New UV Disinfection
 - New Tertiary Filtration
 - Recycled Drain Pump Station
 - New Submersible RAS/WAS Pump Station
 - Lower Plant Area Site Improvements and Yard Piping
 - WWTP Electrical and Controls Backbone Systems
 - Solids Management and Treatment Facilities

The existing Project task budgets will be reallocated to the following tasks:

- Task 1. Project Management
- Task 2. Project Initiation and Detailed Design Review
- Task 3. Phase 1 60% Design
- Task 4. Phase 2 30% Design

The following task descriptions summarize the engineering services to be provided by West Yost on the Project:

Task 1. Project Management

Project management includes coordination of West Yost's internal team and subconsultants, quality assurance and quality control (QA/QC) activities, and preparation of monthly project updates and invoices.

Task 1.01. Contracts and Project Management Plan (PMP)

Coordinate with the City and Owner's Representative to finalize contracts for West Yost and our subconsultants. Prepare a Project Management Plan to guide the completion of the project, summarizing team coordination activities, reporting requirements, project scope, key schedule milestones, staffing plan, contingency planning for unforeseen changes in project scope, and other related project elements.

Task 1.02. Monthly Project Status Reports and Invoices

Prepare monthly project updates, including a summary of project status, monthly invoice for services performed, earned value analysis (EVA) assessing project completion versus budget utilized, key upcoming project milestones, and any anticipated issues that may impact project budget or schedule.

Task 1.03. Team Coordination Activities

West Yost will conduct bi-weekly project check-in conference calls with City staff to review and discuss design issues, track project budget and schedule status, identify key coordination items (e.g. permitting) and other elements pertinent to the Project. For budgeting purposes, 12 one-hour bi-weekly team conference calls to be attended virtually by West Yost's Project Manager, Deputy Project Manager and Mechanical Lead are included. West Yost's full design team will also conduct bi-weekly design team conference calls to discuss final design progress, coordinate discipline design efforts and keep the project on schedule and budget.

Task 1 Assumptions

- The project duration is anticipated to be six months, therefore six (6) monthly project progress reports and invoices are budgeted.
- Action items from bi-weekly project check-in conference calls will be sent to attendees via email.

Task 1 Deliverables

- West Yost will provide one electronic (PDF) copy of monthly progress reports with invoices.

Task 2. Project Initiation and Detailed Design Review

This task is unchanged from the original Scope of Work except for Tasks 2.08 and 2.09 which are deleted given the significant changes in the project for both design phases. Key deliverables for Phase 1 and Phase 2 design are summarized in Tasks 3 and 4, respectively.

DELETED - Task 2.08. DEQ Detailed Design Evaluation Findings Meeting

Meet with City staff and representatives from Oregon Department of Environmental Quality (DEQ) staff to discuss the design team transition, current design status and key findings, construction phasing approach, overall project schedule, WWTP outfall design concept, NPDES Permit renewal and other items critical for final permitting of the WWTP Improvements. The meeting will be attended by West Yost's Project Manager, Deputy Project Manager and Mechanical Lead.

DELETED - Task 2.09. Detailed Design Evaluation Findings Technical Memorandum

West Yost will consolidate and summarize all reviews and recommendations, meeting outcomes and other key findings in a Detailed Design Evaluation Findings TM-01 that will establish the path forward for final design. The memo will contain agreed upon final design modifications and overall project completion schedule assuming a phased design and construction approach.

Task 3 WWTP Phase 1 60% Design

Task 3.01. Phase 1 60% Design

Prepare the Phase 1 60% Design including all drawings and specifications table of contents, Engineer's Opinion of Probable Construction Cost (OPCC) and updated project schedule.

Drawings: West Yost anticipates a new 3D model and drawings will be developed for planned WWTP Phase 1 upgrades.

Specifications: A Specifications Table of Contents (TOC) will be developed along with Phase 1 design drawings.

Task 3.02. Phase 1 60% Design Review Workshops

Conduct a total of four (4) biweekly workshops with City staff to review the Phase 1 60% design. For budgeting purposes, the workshops will be attended by key members of West Yost's project team.

Task 3.03. Phase 1 60% Design Submittal

West Yost will prepare a 60% Design Submittal that includes 60% drawings focused on general, demolition, civil, mechanical, architectural, building MEP and instrumentation drawings, specifications TOC, updated project schedule and Engineer's OPCC.

Task 3.04. Permitting, Regulatory and Funding Agency Meetings and Reviews

Submit the Phase 1 60% Design to DEQ, Building Official and USDA for review. Lead agency meetings as required to obtain regulatory and funding agency approvals to proceed. This task assumes one (1) meeting with USDA, one (1) meeting with Oregon DEQ and one (1) meeting with the City's Building Official.

Task 3 Assumptions

- No geotechnical investigations, topographical surveying, hazardous materials survey or environmental documentation are anticipated to be required as part of the project or design.
- Drawings will be developed for printing and readability based on 11x17 half-size reductions.

Task 3 Deliverables

- Three (3) hard copies and one (1) electronic (PDF) copy of the WWTP Phase 1 60% Design Submittal.
- One electronic (PDF) copy of the agenda and minutes from each of the Phase 1 60% Design Review Workshops.
- One electronic (PDF) copy of the agendas and minutes from all regulatory and funding agency meetings.

Task 4 WWTP Phase 2 30% Design

Task 4.01. Phase 2 30% Design

Prepare the Phase 2 30% Design including all drawings and specifications table of contents, Engineer's Opinion of Probable Construction Cost (OPCC) and updated project schedule.

Drawings: West Yost anticipates new drawings will be developed for all Phase 2 improvements to facilitate development of an updated Phase 2 Engineer's OPCC.

Specifications: A Specifications Table of Contents will be developed along with Phase 2 design drawings.

Task 4.02. Biological Process Design Update

West Yost will update the biological process design to address noted deficiencies and assure WWTP capacity meets the City's needs for the 20-year planning horizon. Biological process design will utilize the existing Biowin® model developed by another consultant. Model input and design criteria will be reviewed and updated with process design modifications incorporated into the model and overall plan. A Biological Process Design Technical Memorandum will be prepared summarizing the process design, aeration demands, recycle streams and solids stream process design.

Task 4.03. Phase 2 30% Design Submittal

West Yost will prepare a WWTP Phase 2 30% Design Submittal including civil, mechanical, architectural, and instrumentation drawings, specifications TOC, updated project schedule and Engineer's OPCC.

Task 4.04. Permitting, Regulatory and Funding Agency Meetings and Reviews

Submit the Phase 2 30% Design to DEQ, Building Official and USDA for review. Lead agency meetings as required to obtain regulatory and funding agency approvals to proceed. This task assumes one (1) meeting with USDA, one (1) meeting with Oregon DEQ and one (1) meeting with the City's Building Official.

West Yost will update the existing USDA Preliminary Engineering Report (PER) and Environmental Review (ER) to summarize the changes to the design and address all USDA comments.

Task 4 Assumptions

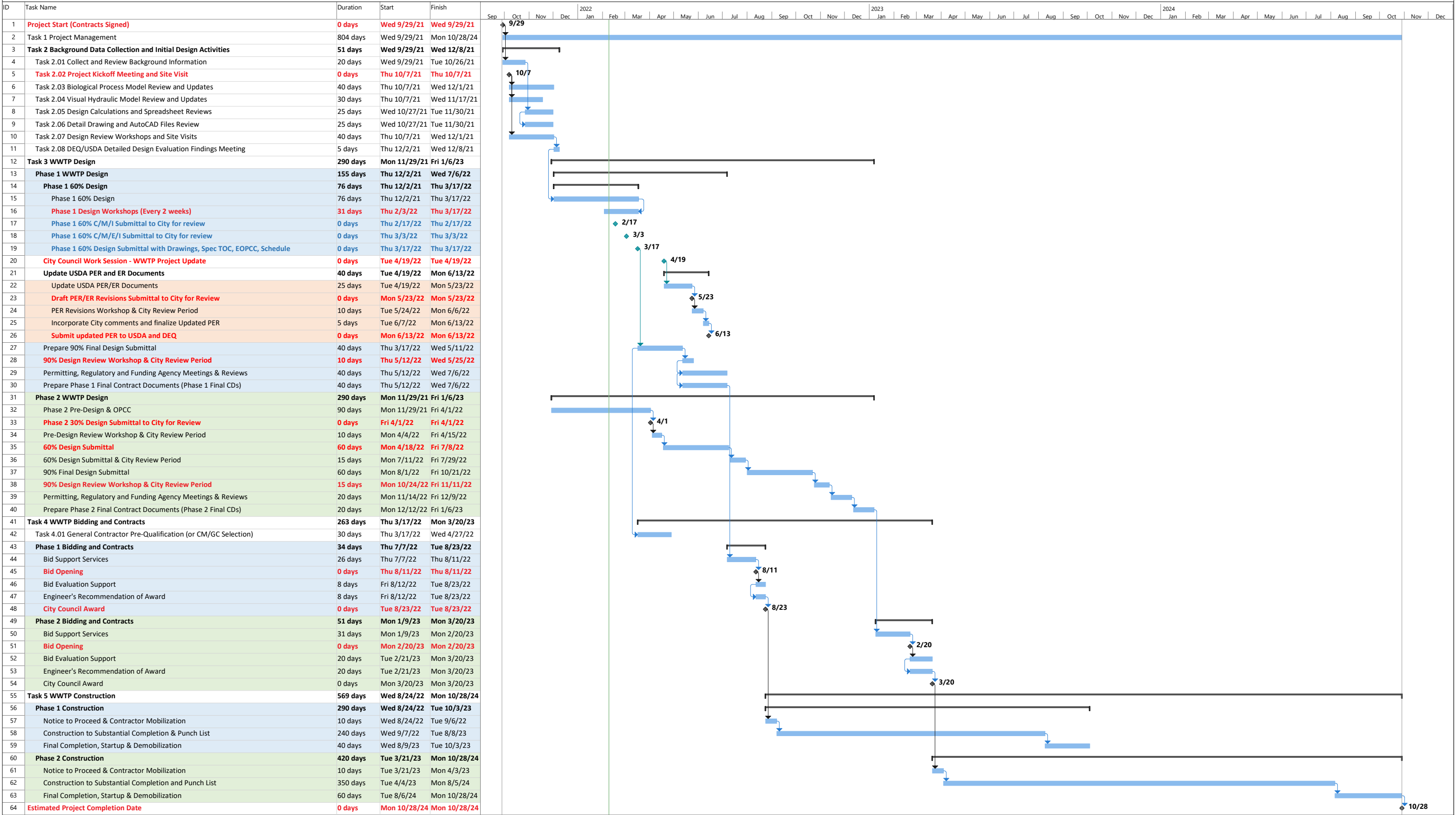
- No geotechnical investigations, topographical surveying, hazardous materials survey or environmental documentation are anticipated to be required as part of the project or design.
- Drawings will be developed for printing and readability based on 11x17 half-size reductions.

Task 4 Deliverables

- One electronic (PDF) copy of the Biological Process Design Technical Memorandum.
- Three (3) hard copies and one (1) electronic (PDF) copy of the WWTP Phase 2 30% Design Submittal, including drawings, specifications table of contents, and Engineer's OPCC and Schedule.
- One electronic (PDF) copy of the agendas and minutes from all regulatory and funding agency meetings.
- One electronic (PDF) copy of the current USDA Preliminary Engineering Report (PER) and Environmental Review (ER) with changes to address USDA comments.

West Yost Associates	P/VP \$290	SE/SS/SG II \$233 Van Meter	SE/SS/SG I \$222 Barry	PE/PS/PG II \$263 Tartaglione	EM/SM/GM I \$275 Gies	PE/PS/PG I \$248 Schilling	SE/SS/SG II \$233 Hardy	AE/AS/AG II \$204 Schimberg	AE/AS/AG I \$191 Drath	ESG II \$178 Lang	CAD II \$150 Barber	ADM III \$119	P/VP \$290 Banyai	Labor		Idle Fee #	Technology & Admin 6%	CAD	ACE	SWA	IFE	LCE	TAG	Costs																						
														Hours	Fee									Sub. w/ markup 5%	Other Direct	Total Costs																				
PROJECT: Sweet Home WWTP Phase 1 Final Design																																														
Task 1Project Management																																														
1.01	Contracts and PMP	4	16									16	2	38	\$ 7,372	\$ 442									\$ 7,814																					
1.02	Monthly Project Status Reports and Invoices	4	8	8								8		28	\$ 5,752	\$ 345			\$ 600			\$ 2,800	\$ 3,570		\$ 9,667																					
1.03	Team Coordination Activities	24	24	24	24	8	24	8	24	24			8	216	\$ 50,280	\$ 3,017	\$ 700	\$ 3,450	\$ 1,288	\$ 600	\$ 12,160	\$ 1,600	\$ 20,788		\$ 74,085																					
Subtotal, Task 1 (hours)		32	48	32	24	8	24	8	24	24	0	24	10	282																																
Subtotal, Task 1 (\$)		\$ 9,280	\$ 11,184	\$ 7,104	\$ 6,312	\$ 2,200	\$ 5,952	\$ 1,864	\$ 4,896	\$ 4,584	\$ 4,272	\$ 2,856	\$ 2,900		\$ 63,404	\$ 3,804	\$ 700	\$ 3,450	\$ 1,888	\$ 600	\$ 12,160	\$ 4,400	\$ 24,358		\$ 91,566																					
Task 2Project Initiation and Detailed Design Evaluation																																														
2.01	Collect and Review Background Information		4	32	8	4			8	36		8		100	\$ 20,128	\$ 1,208		\$ 600	\$ 16,753	\$ 3,713	\$ 3,200	\$ 4,560	\$ 30,267	\$ 500	\$ 52,102																					
2.02	Project Kickoff Meeting and Site Visit		8	8	8				4	8		3	4	43	\$ 9,449	\$ 567	\$ 1,200	\$ 1,200	\$ 2,400		\$ 2,400	\$ 1,140	\$ 8,757	\$ 1,600	\$ 20,373																					
2.03	Biological Process Model Review and Recommendations		4		4	12		24				2	2	48	\$ 11,694	\$ 702									\$ 12,396																					
2.04	Visual Hydraulics Model Review and Recommendations		12	6	6			4		20	16		2	66	\$ 13,886	\$ 833									\$ 14,719																					
2.05	Design Calculations and Spreadsheet Reviews		4	8	8				8	8			2	38	\$ 8,344	\$ 501		\$ 2,350			\$ 8,000		\$ 10,868		\$ 19,712																					
2.06	Detail Drawing and AutoCAD Files Review		16	24	40	24			16	16	16		2	154	\$ 35,060	\$ 2,104	\$ 6,000	\$ 1,200			\$ 15,000		\$ 23,310		\$ 60,474																					
2.07	Design Review Workshops and Site Visits		16	16	16	4		4	8	16		4		84	\$ 18,372	\$ 1,102		\$ 1,200	\$ 2,600		\$ 6,080		\$ 10,374	\$ 2,000	\$ 31,848																					
Subtotal, Task 2 (hours)		0	64	94	90	44	0	32	0	64	100	16	17	533																																
Subtotal, Task 2 (\$)			\$ 14,912	\$ 20,868	\$ 23,670	\$ 12,100		\$ 7,456		\$ 12,224	\$ 17,800	\$ 2,400	\$ 2,023	\$ 3,480		\$ 116,933	\$ 7,016	\$ 7,200	\$ 6,550	\$ 21,753	\$ 3,713	\$ 34,680	\$ 5,700	\$ 83,575	\$ 4,100	\$ 211,624																				
Task 3WWTP Phase 1 60% Design																																														
3.01	Phase 1 60% Design	4	135	150	60		150		100	150	110	20	5	15	899	\$ 195,470	\$ 11,728	\$ 71,600	\$ 59,600	\$ 30,335	\$ 67,887	\$ 97,090	\$ 72,325	\$ 418,779		\$ 625,977																				
3.02	Phase 1 60% Design Review Workshops		8	8	8				8	8	8			48	\$ 10,328	\$ 620		\$ 2,400	\$ 2,400		\$ 2,400	\$ 2,400	\$ 10,080		\$ 21,028																					
3.03	Phase 1 60% Design Submittal	5	12	20	12		20		20	20	20		4	8	141	\$ 31,058	\$ 1,863							\$ 1,600	\$ 34,521																					
3.04	Permitting, Regulatory and Funding Agency Meetings and Reviews		4	4			4							12	\$ 2,812	\$ 169								\$ 750	\$ 3,731																					
Subtotal, Task 3 (hours)		9	159	182	80	0	174	0	128	178	138	20	9	23	1100																															
Subtotal, Task 3 (\$)		\$ 2,610	\$ 37,047	\$ 40,404	\$ 21,040		\$ 43,152		\$ 26,112	\$ 33,998	\$ 24,564	\$ 3,000	\$ 1,071	\$ 6,670		\$ 239,668	\$ 14,380	\$ 71,600	\$ 62,000	\$ 32,735	\$ 67,887	\$ 99,490	\$ 74,725	\$ 428,859	\$ 2,350	\$ 685,257																				
Task 4Phase 2 30% Predesign																																														
4.01	Phase 2 30% Predesign	4	25	30	60		30		30	30	30		15	254	\$ 56,785	\$ 3,407					\$ 6,000	\$ 6,000	\$ 12,600	\$ 200	\$ 72,992																					
4.02	Biological Process Design Update				60		160					10		230	\$ 54,970	\$ 3,298									\$ 58,268																					
4.03	Phase 2 30% Design Submittal		8	8	8		8		8	8		4	4	64	\$ 13,948	\$ 837									\$ 14,785																					
4.04	Permitting, Regulatory and Funding Agency Meetings and Reviews		4	4			4							12	\$ 2,812	\$ 169									\$ 2,981																					
Subtotal, Task 4 (hours)		4	37	42	68	60	42	160	8	38	38	30	14	19	560																															
Subtotal, Task 4 (\$)		\$ 1,160	\$ 8,621	\$ 9,324	\$ 17,884	\$ 16,500	\$ 10,416	\$ 37,280	\$ 1,632	\$ 7,258	\$ 6,764	\$ 4,500	\$ 1,666	\$ 5,510		\$ 128,515	\$ 7,711				\$ 6,000	\$ 6,000	\$ 12,600	\$ 200	\$ 149,026																					
TOTAL (hours)		45	308	350	262	112	240	200	160	304	300	66	64	64	2,475																															
TOTAL (\$)		\$ 13,050	\$ 71,764	\$ 77,700	\$ 68,906	\$ 30,800	\$ 59,520	\$ 46,600	\$ 32,640	\$ 58,064	\$ 53,400	\$ 9,900	\$ 7,616	\$ 18,560		\$ 548,520	\$ 32,911	\$ 79,500	\$ 72,000	\$ 56,376	\$ 72,200	\$ 152,330	\$ 90,825	\$ 549,392	\$ 6,650	\$ 1,137,473																				

Attachment C
Updated Project Schedule
Sweet Home WWTP Improvements Project





REQUEST FOR COUNCIL ACTION

Title: INFORMATION ONLY: FAC Managed Outreach and Community Resource Facility Update

Preferred Agenda: April 26, 2022

Submitted By: Blair Larsen, Community & Economic Development Director

Reviewed By: Christy Wurster, Interim City Manager

Type of Action: Resolution ____ Motion ____ Roll Call ____ Other ____

Relevant Code/Policy: N/A

Towards Council Goal: Aspiration I, desirable community; Aspiration IV, viable and sustainable essential services; Aspiration V, economically strong environment; Goal 3: essential services.

Attachments:

Purpose of this RCA:

The purpose of this Request for Council Action is to present an update regarding the development of Family Assistance and Resource Center Group's (FAC's) Managed Outreach and Community Resource Facility, which is primarily directed at unsheltered members of the community.

Background/Context:

City of Sweet Home residents have suffered from homelessness and the effects of homelessness for many years. Recent court decisions have limited the City's ability to enforce any ordinances restricting urban camping, sleeping, or otherwise occupying public rights-of-way or public property. For many reasons, the problem has only grown worse in recent years.

For over a year, the City has been working with FAC to create a facility where the unsheltered can keep warm, sleep, and access the services necessary for them to move into permanent housing. Such a facility would enable the City to enforce its urban camping ordinances and direct individuals to the facility, as long as the facility has space available.

Recently, Linn County donated property to FAC for this facility, and the City Council has approved a Memorandum of Understanding with FAC for the development and operation of the facility.

April Update:

- The County has finalized the transfer of the property, and it is now owned by FAC.
- The City and FAC are now meeting once a week to coordinate the development.
- Public Works staff have begun clearing the site, both on the FAC property and on the easement through City property.

- Fencing is being installed along the south side of the easement starting April 20th. This portion of fencing is crucial, as it keeps the Public Works Yard secure.
- After the easement fencing is installed, work can begin on extending the water line and conduit for power and telecommunications, as well as putting down gravel for vehicular access.
- Students at the High School are currently constructing components of the huts, which will later be assembled on site after the site is graded, graveled, and fenced.
- FAC is working with a local contractor to schedule the transfer of the City Hall Annex building to the site.

The Challenge/Problem:

How does the City address the impacts of homelessness in a way that meets the needs of the housed, unhoused, and business community, while still following case law and State statutes?

Stakeholders:

- Sweet Home Residents – Residents deserve a neat, clean, and orderly city. Unsheltered residents need a place to sleep and keep warm.
- Sweet Home Businesses – Local businesses deserve a city in which they can operate their businesses and serve customers in the community without the negative impacts that typically accompany homelessness.
- Sweet Home City Council – Council members are the voice of the citizens they serve and represent and are responsible for agreements made with other organizations.
- City of Sweet Home Staff – City Staff need to be able to enforce Sweet Home ordinances but are prevented from doing so by court decisions and State law. In addition, Staff need authorization from the Council regarding the proposed cooperation with FAC.
- Family Assistance and Resource Center Group – FAC desires to serve the unsheltered and others in the community and would like to cooperate with the City to do this.

Issues and Financial Impacts:

At this time, there are no financial impacts beyond what has already been approved.

Elements of a Stable Solution:

N/A. No council action is requested at this time. This document is informational only.

Options:

N/A. No council action is requested at this time. This document is informational only.

Recommendation:

None.



REQUEST FOR COUNCIL ACTION

Title: Information Only – Council Goals Update

Preferred Agenda: April 26, 2022

Submitted By: Julie Fisher, Administrative Services Manager

Reviewed By: Christy Wurster, City Manager Pro Tem

Type of Action: Resolution ____ Motion ____ Roll Call ____ Other X ____

Relevant Code/Policy: Resolution No. 6 for 2021 – Council Goals

Towards Council Goal: All Goals

Attachments: Council Goals Update Report

Purpose of this RCA:

To update the Council on progress made towards identified goals during the FY21-22.

Background/Context:

The City Council and management Staff participated in goal setting sessions in February 2021 and held a Public Hearing on February 23rd, 2021. The Vision Statement, Mission Statement and Goals identified in Resolution No. 6 for 2021 are a result of that process and establish the priorities of the City Council. Following adoption of the goals, staff prepared work plans in support of the adopted goals. The goals are reviewed regularly to evaluate accomplishments towards same.

The Challenge/Problem:

Organizations face issues when leadership and staff are not in alignment on the direction of the organization. A clear Vision Statement, Mission Statement and Goals helps to formulate a work plan will help create alignment, so leadership and professional staff are working to move the organization in the same direction. Failure to have these in place will lead to miscommunication, misunderstanding and disarray within the organization.

Stakeholders:

- **Citizens:** The Vision, Mission and Goals provide the framework for a work plan and improve transparency in local government operations. Citizens deserve to have a clear understanding of the direction their Elected Officials are taking their local government as an organization and what issues their elected representatives will be working toward.
- **Elected Council:** Establishing a Vision, Mission and Goals help formulate a work plan and will improve transparency in local government operations, clarity for staff on how to make decisions and guide daily operations.
- **City Staff:** Having a clear Vision, Mission and Goals to formulate a work plan will help create alignment in daily operations as staff makes decisions they believe to meet the Council's priorities.

Issues and Financial Impacts:

Goals will be incorporated into the budget as necessary to move priorities forward to completion.

Elements of a Stable Solution:

A clear Vision Statement, Mission Statement and Goals so staff will be able to develop work plans around them, steering the City's limited resources in the most efficient manner possible.

Options:

1. *For Information Only*

Recommendation:

NA

CITY OF SWEET HOME 2021 COUNCIL GOALS

VISION STATEMENT

WE, as City Council, have been entrusted to make decisions that do the most good, for the most people, for the longest period of time to enhance the quality of life for our community.

- I. WE ASPIRE to make Sweet Home a community people find desirable to live in.
- II. WE ASPIRE to have an effective and efficient local government.
- III. WE ASPIRE to provide viable and sustainable infrastructure.
- IV. WE ASPIRE to provide viable and sustainable essential services.
- V. WE ASPIRE to create an economically strong environment in which businesses prosper.



MISSION STATEMENT

The City of Sweet Home will work to build an economically strong community with an efficient and effective local government that will provide infrastructure and essential services to the citizens we serve. As efficient stewards of the valuable assets available, we will be responsive to the community while planning and preparing for the future.

GOAL 1- INFRASTRUCTURE:			
	Objective	Time Frame	Progress Details
1.1:	Develop specific steps for implementation of the adopted infrastructure master plans.	Fall, 2020 - May, 2021	System Development Charges were updated, including a revised ordinance, rate schedule, and capital improvement plan. The rate will rise again on July 1, 2022, and again on July 1, 2023, as dictated by the adopted rate schedule.
1.1.a	Water	July, 2023	FY22 Developing a Water Master Plan, with Water System Model to support development and operations. Estimated completion in July 2022. Design and fund WTP Emergency Generator for Community Resiliency. Anticipated completion June 2024. Replace and fund 5 miles of small diameter water mains throughout the water distribution system, completion date unknown.
1.1.b	Sewer	January, 2025	Design, construction, and fund the Wastewater Treatment Plant improvements. Estimated completion January 2025.
1.1.c	Streets		Limited funds for capital improvements. Staff utilized State Exchange Funds for FY21/22 Overlay Project. Staff will continue to evaluate additional funding options.
1.1.d	Parks	2020-Present	Sankey Park Improvements were constructed, with Phase II improvements complete. Staff is working on Phase III design and will seek grant funding for them. A revised parks master plan was proposed to be funded utilizing a RARE student participant. However, this position was eliminated due to limited resources in the General Fund. Staff will seek alternative options for completing the Parks Master Plan.
1.1.e	Property (*Stormwater)	Present-June 2023	*FY22 Developing a Stormwater Master Plan. Anticipated completion June 2023.
1.2:	Increase community awareness of infrastructure needs and appropriate planning documents.	Ongoing	Staff continues to prepare news releases & participate in interviews with local press.

GOAL 1- INFRASTRUCTURE:

	Objective	Time Frame	Progress Details
1.2.a	Water	July, 2022	Updating Water System Master Plan. Staff will explore additional funding for small diameter water main replacements. Communicate Meter Modernization Replacement Project. Completion projected by December 2022.
1.2.b	Sewer	July, 2023	Design, construction, and fund the Wastewater Treatment Plant improvements. Anticipated completion January 2025.
1.2.c	Streets	Fall, 2020-Present	The City has developed a downtown Streetscape plan. The process for this plan included lots of public outreach and many opportunities for public input. The plan was approved by the City Council at the March 22, 2022 Council Meeting. Staff will explore additional funding to support Streets Gas Tax.
1.2.d	Parks	July, 2022	Staff has budgeted capital funds in FY 22/23 for improvements to North Side Park, City Hall Park, benches at Hobart Natural Area as well as dog park improvements.
1.2.e	Property (*Stormwater)	June, 2023	*FY22 Developing a Stormwater Master Plan. Completion June 2023

GOAL 2- BE AN EFFECTIVE AND EFFICIENT GOVERNMENT

	Objective	Time Frame	Progress Details
2.1.	Update and streamline processes		Staff has the ability to instantly update Sweet Home Municipal Code using Municode Self Publishing Codification program. Staff is in the process of streamlining AP & payroll processes with the purchase of a new payroll system.
2.2.	Develop continuity in planning and permitting processes.	2020-Present	fY22 Developing a Water Master Plan, with Water System Model to support development and operations. Estimated completion in July 2022. Design and fund WTP Emergency Generator for Community Resiliency. Anticipated completion June 2024. Replace and fund 5 miles of small diameter water mains throughout the water distribution system, completion date unknown.
2.3.	Invest in long-term staff stability & training.	July, 2021	The PD underwent a staff restructuring that allowed for the creation of a Captain position that has significantly aided in succession planning. Additional staff have demonstrated the desire and willingness to begin training for future succession in our dispatch center as well. Enhanced fund balances for business continuity.
2.4.	Develop transparency in all communication.	March, 2020 - Present	
2.5.	Continue to implement financial "best" practices		Completed debt refunding lowering interest rate on outstanding debts. Continue work with financial consultant on city investment strategy.
2.6.	Employ sound technology to maximize efficiency.		Implemented additional ClearGov offerings to enhance budget development and publishing.

GOAL 3- ESSENTIAL SERVICES			
	Objective	Time Frame	Progress Details
3.1.	Increase access to quality healthcare		
3.1.a.	Memory Care	2021-Present	Mosaic purchased property from Samaritan, and has submitted plans for the construction of a memory care facility. Groundbreaking is expected Spring, 2022.
3.1.b.	Senior Assisted Living	2021-Present	Mosaic purchased Wiley Creek Assisted Living from Samaritan, and will be constructing an addition to the site. Groundbreaking is expected this year (2022).
3.1.c.	Physical Therapy	2021-Present	After development of a new urgent care center, Samaritan will be converting its existing clinic to a Physical Therapy clinic.
3.1.d.	Urgent Care	2021-Present	Ridgeway Health opened a clinic in downtown Sweet Home in 2021. In 2022 they added Urgent Care services. Samaritan will be constructing an Urgent Care center near the Wiley Creek Assisted Living facility. Groundbreaking is expected Summer, 2022.
3.1.e.	Mental/Behavioral Health	2021-Present	2021-Met with Linn County Mental Health to request additional services. At this time, none are available.
3.2.	Improve community safety, Police, Community Design, etc.	July, 2021	The PD has developed a program to collect data and implement responses associated with traffic speed concerns in our community. The program is driven by technology (digital speed signs), our CSO and our volunteers. The data collected is processed and areas that are identified as potential problems are addressed through focused LE effort. With the recent changes in Oregon's laws associated with a community's response to homelessness, the PD has worked to establish partnerships with regional outreach programs and organizations to minimize the community's livability concerns related to the impact of homelessness.
3.3.	Develop partnerships with regional services and work to connect them with the appropriate members of the public.	January, 2021	The PD and the CSO have worked to increase our community's access to various regional partners that focus on homelessness, mental health, addiction services, counseling services and housing services.

GOAL 4- ECONOMIC STRENGTH			
	Objective	Time Frame	Progress Details
4.1.	Implement vitalization programs	2021-Present	City staff are working with the Chamber of Commerce on a voluntary registration program, which would include access to City grants, assistance, and business guides.
4.2.	Support future economic development efforts within City Hall	2018-Present	The City changed the Community Development Director position to the Community & Economic Development Director, in order to focus more staff time on Economic Development. Since that time, this position has deepened relationships with existing partners and businesses, increased marketing efforts, and organized site visits by industrial site selectors.
4.3.	Develop economic and business education opportunities with regional partners	2018-Present	The City has entered into agreements with Oregon RAIN and the Small Business Development Center at LBCC to provide coaching for entrepreneurs, business classes, and networking opportunities for businesses.

GOAL 5- IMAGE BUILDING			
	Objective	Time Frame	Progress Details
5.1.	Develop a Strategic Marketing Plan.		
5.1.a.	Internal Messaging		Communicated updates at regular staff meetings & informal settings.
5.1.a.i.	Positivity		Management Team focuses on positive discussion at their weekly meetings.
5.1.b.	External Messaging	January, 2022	The City purchased ad space and published an advertisement in Site Selector Magazine's 2022 Oregon issue.
5.1.b.i.	Positivity		City Staff communicates the positive happenings with news releases & social media posts.
5.1.c.	Recruitment		The City purchased advertisement space and published an ad in Site Selector Magazine's 2022 Oregon issue.
5.1.c.i.	Remote Workers		Staff exploring potential code revisions to include conduit with future development to begin process for creating fiber to the home.
5.1.c.ii.	Businesses	2021-Present	August 2021 - The City hosted a major site selector . While ultimately unsuccessful, Staff have learned from the experience and have used the products of that effort to host future visitors. Staff hosted another major site selector in early March, 2022 and presented information to a major employer on March 29th, 2022.
5.2.	Branding		Communications Specialist is drafting a Communications Policy to assist in giving clear direction for city staff & elected officials, on what is consistent with our brand.



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action - Authorization to Fill a Vacant Position

Preferred Agenda: April 26, 2022

Submitted By: Julie Fisher, Administrative Services Manager

Reviewed By: Christy Wurster, City Manager Pro Tem

Type of Action: Resolution _____ Motion X Roll Call _____ Other _____

Relevant Code/Policy: Sweet Home Charter Chapter VI, Section 20 (E)

Towards Council Goal: Invest in long-term staff stability & training

Attachments: NA

Purpose of this RCA:

To review the vacant position and authorize the City Manager Pro Tem to appoint an employee to fill the vacancy.

Background/Context:

The City has accepted the resignation of Treatment Plant Operator. His last day will be June 30th. Management would like to begin the recruitment process so a potential new hire would be in place by July 1st, 2022 for a smooth transition.

On April 25th, staff also received the resignation of the seasonal municipal maintenance worker. This position is important to maintain the current level of service in the parks.

Staff and the City Attorney has concluded that there is no authority to hire an employee under the rules of the Sweet Home City Charter.

The charter states that “the council shall appoint a manager pro tem who shall possess the powers and discharge the duties of the manager during such absence or disability only; provided, however that a manager pro tem shall have no authority to appoint or remove any city officer or employee except with the approval of five members of the council.”

Staff is seeking authorization for the Manager Pro Tem to fill both positions based on recommendations from the Public Works Director.

The Challenge/Problem:

During the interim period, how does the City fill vacancies to ensure continuity of operations?

Stakeholders:

- City of Sweet Home citizens – The citizens and businesses in Sweet Home rely on this position to access vital services and enjoy a livable community.

- City of Sweet Home staff – Timely recruitment and onboarding ensures that essential functions can continue without interruption, and limits burnout of existing employees.
- City of Sweet Home City Council – The City Council reviews and adopts the annual budget which outlines what staffing is for the organization. Additionally, the Council has placed a specific emphasis on investing in staff stability.

Issues and Financial Impacts:

These positions are budgeted and have no additional impact on the budget.

Elements of a Stable Solution:

The City needs to complete a search and fill the positions. This requires an authorization to fill the position from five (5) or more City Councilors.

Options:

1. Do Nothing – Council could choose not to authorize the City Manager Pro Tem to appoint a candidate to these budgeted vacancies.
2. Authorize the City Manager Pro Tem to appoint a Treatment Plant Operator employee and a seasonal municipal maintenance worker– The City Council could choose to allow the Pro Tem to appoint an employee as needed -determined by the Pro Tem and respective Department Heads.

Recommendation:

Staff recommends option 2, move to authorize the City Manager Pro Tem to appoint a Treatment Plant Operator and a seasonal municipal maintenance employee.



REQUEST FOR COUNCIL ACTION

Title: Resolution No. 13 for 2022: Grant Application to Oregon Parks and Recreation Department for a Parks Master Plan Update

Preferred Agenda: April 26, 2022

Submitted By: Blair Larsen, Community & Economic Development Director

Reviewed By: Christy Wurster, City Manager Pro Tem

Type of Action: Resolution X Motion Roll Call Other

Relevant Code/Policy: City of Sweet Home Park System Master Plan

Towards Council Goal: Aspiration I: Desirable Community; Aspiration III: Viable and Sustainable Infrastructure; Goal 1.2 Community Awareness of Infrastructure Needs and Appropriate Planning Documents

Attachments: Resolution No. 13 for 2022

Purpose of this RCA:

The purpose of this RCA is to request adoption of a resolution supporting the City's application to the Oregon Parks & Recreation Department (OPRD) for a Planning Grant to update the City's Parks System Master Plan.

Background/Context:

The City's current Parks System Master Plan was adopted in January 2014. While it is not as outdated as the plan that it replaced, which was created in 1983, the current plan is limited in its recommendations and is missing guidance in two key areas: First, the plan contains no standards for what amenities a park needs to have, and second, there is no standard on the maximum distance that a resident needs to travel to get to a park. Overall, the current plan's guidance on new parks is limited to a gross park acreage target, and it provides very little guidance on new amenities.

Recently, this was a problem when donors came to the City with the request to create a dog park. There is no guidance in the plan to help with such a request and constructing a park amenity outside of the master plan gives preference to the voice of a few over the voice of the whole community.

OPRD offers Planning Grants for parks. These grants can be used for planning projects ranging from individual parks to park system master plans. The grant program requires a 40% match by the local government, and the maximum award is \$40,000. The grant program requires that a supporting resolution from the City accompany the application.

The Challenge/Problem:

How does the City plan for future park improvements?

Stakeholders:

- Sweet Home Residents – Residents deserve a well-designed park system that provides recreation opportunities and beautiful open space.
- Sweet Home City Council – The City Council is responsible for ensuring that City infrastructure and services meet the needs of residents, businesses, and visitors.

Issues and Financial Impacts:

This resolution commits the City to paying the required 40% match *if OPRD awards a grant*. Staff expects that an updated Parks System Master Plan could cost between \$30,000 and \$45,000, which would result in a match between \$12,000 and \$18,000.

Elements of a Stable Solution:

A stable solution includes planning for current and future park needs in a cost-effective way.

Options:

1. Do Nothing – The Council could choose to do nothing at this time, and staff would not apply for a grant from OPRD.
2. Adopt Resolution No. 13 for 2022 Authorizing an Application to the Oregon Parks and Recreation Department for a Parks Planning Grant as presented – This action will allow Staff to submit a grant application for an updated Parks Master Plan.
3. Adopt Resolution No. 13 for 2022 Authorizing an Application to the Oregon Parks and Recreation Department for a Parks Planning Grant with changes – Staff can make changes to the resolution and include it with the application.

Recommendation:

Staff recommends option 2: Adopt Resolution No. 13 for 2022 Authorizing an Application to the Oregon Parks and Recreation Department for a Parks Planning Grant as presented.

RESOLUTION NO. 13 FOR 2022

A RESOLUTION AUTHORIZING APPLICATION FOR A PARKS PLANNING GRANT FROM THE OREGON PARKS AND RECREATION DEPARTMENT LOCAL GOVERNMENT GRANT PROGRAM

WHEREAS, the Oregon Parks and Recreation Department is accepting applications for the Local Government Grant Program; and

WHEREAS, the City of Sweet Home desires to participate in this grant program to the greatest extent possible as a means of providing needed park and recreation acquisitions, improvements and enhancements; and

WHEREAS, the Sweet Home City Council have identified an updated Parks Master Plan as a high priority need in the City of Sweet Home; and

WHEREAS, an updated Parks Master Plan will include detailed park classifications, standards for parks sizes, amenities, and distances to residential areas and publicly reviewed guidance regarding future park acquisitions, improvements, trail plans, and design standards; and

WHEREAS, the City of Sweet Home has available local matching funds to fulfill its share of obligation related to this grant application should the grant funds be awarded;

NOW, THEREFORE, BE IT RESOLVED BY THE SWEET HOME CITY COUNCIL:

Section 1. The Sweet Home City Council demonstrates its support for the submittal of a grant application to the Oregon Park and Recreation Department for an updated Parks Master Plan.

Section 2. This Resolution shall be effective following its adoption by the Sweet Home City Council.

PASSED by the Council and approved by the Mayor this 26th day of April, 2022.

Mayor

ATTEST:

Manager Pro Tem – Ex Officio City Recorder



REQUEST FOR COUNCIL ACTION

Title: Approval of Grant Agreement for ARPA funds

Preferred Agenda: April 26, 2022

Submitted By: Brandon Neish, Finance Director

Reviewed By: Christy Wurster, City Manager Pro Tem

Type of Action: Resolution ____ Motion X Roll Call ____ Other ____

Relevant Code/Policy: N/A

Towards Council Goal: Goal 3.2: Look for methods to improve community safety, Police, Community Design, etc.

Attachments: Coronavirus State Fiscal Recovery Fund Grant Agreement

Purpose of this RCA:

To review a grant agreement allowing the City of Sweet Home to collect \$500,000 in American Rescue Plan Act (ARPA) funds to be spent on the 22nd Avenue crosswalk.

Background/Context:

During the City Council meeting on October 26, 2021, the City Council voted to enter into an intergovernmental agreement with the Oregon Department of Transportation (ODOT) regarding the US 20 / OR 228 ADA Curb Ramps which included the installation of pedestrian crossing improvements at the intersection of Main Street (US 20) and 22nd Ave. Funding for the inclusion of a pedestrian crossing was pursued by Councilor Sanchez and graciously distributed to Sweet Home by State Representative Cate and Senator Girod through legislative ARPA allocations. Staff recently received the grant agreement to receive the funds which needs to be reviewed and approved by the City Council.

The Challenge/Problem:

Should the City accept the ARPA funds to be used to enhance safety at the intersection of 22nd Avenue and Main Street?

Stakeholders:

- Sweet Home City Council – The City Council has long identified 22nd Ave as a safety concern for those who attempt to cross Highway 20 (Main Street).
- Sweet Home Residents and Visitors – Residents deserve pedestrian crossings that are safe for both pedestrians and motorists.
- Sweet Home Staff – Staff work to address residents' concerns and meet Council goals.
- ODOT – ODOT has jurisdiction over any improvements made within the US 20 right-of-way.

Issues and Financial Impacts:

Without outside funding, the City has not identified resources to construct a pedestrian crossing that meets ODOT's requirements across a state highway.

Elements of a Stable Solution:

A stable solution includes an approved agreement with the Department of Administrative Services (DAS) to accept ARPA funds for the pedestrian crossing at 22nd and Main.

Options:

1. Do nothing – The agreement will not be signed and the City will not be able to accept the ARPA dollars allocated by the City's representatives in the Oregon Legislature. The pedestrian crossing will also not be constructed without allocated funds.
2. Approve the Coronavirus State Fiscal Recovery Grant Agreement and authorize the City Manager Pro Tem to sign the agreement – Approving the agreement will allow the distribution of funds to proceed and ODOT can begin construction of a pedestrian crossing.
3. Propose an alternative solution – Other options are available when it comes to financing the pedestrian crossing at 22nd Ave and Main Street. The Council could choose to fund within existing City funds (requires a supplemental budget) or could seek to amend the grant agreement with DAS.

Recommendation:

Staff recommends option 2, approve the Coronavirus State Fiscal Recovery Grant Agreement and authorize the City Manager Pro Tem to sign the agreement. This solution ensures the project continues without delay.

**CORONAVIRUS STATE FISCAL RECOVERY FUND
GRANT AGREEMENT**

Contract Number: 8166

This grant agreement (“Contract”), dated as of the date the Contract is fully executed, is between the State of Oregon, acting through its Oregon Department of Administrative Services (“DAS”), and City of Sweet Home (“Recipient”). This Contract becomes effective only when fully signed and approved as required by applicable law (“Effective Date”). Unless extended or terminated earlier in accordance with its terms, this Contract shall expire **October 1, 2024**.

This Contract includes Exhibit A - Contact Information, Use of Funds/Project Description and Reporting Requirements, Exhibit B - Insurance Requirements and Exhibit C - Federal Award Identification.

Pursuant to Oregon Laws 2021, chapter 669, section 74, DAS is authorized to distribute grant funds from funds received by the State of Oregon under the federal American Rescue Plan Act Coronavirus State Fiscal Recovery Fund (codified as 42 U.S.C. 802) for the purpose of the Pedestrian Crosswalk Sweet Home - 22nd and Hwy 20 as more particularly described in Exhibit A.

SECTION 1 - KEY GRANT TERMS

The following capitalized terms have the meanings assigned below.

Grant Amount: \$500,000.00.

Completion Deadline: June 30, 2024.

SECTION 2 - FINANCIAL ASSISTANCE

DAS shall provide Recipient, and Recipient shall accept from DAS, a grant (the “Grant”) in an aggregate amount not to exceed the Grant Amount.

DAS’s obligations are subject to the receipt of the following items, in form and substance satisfactory to DAS and its Counsel:

- (1) This Contract duly signed by an authorized officer of Recipient; and
- (2) Such other certificates, documents, opinions and information as DAS may reasonably require.

SECTION 3 - DISBURSEMENT

A. Full Disbursement. Upon execution of this Contract and satisfaction of all conditions precedent, DAS shall disburse the full Grant to Recipient.

B. Financing Availability. DAS’s obligation to make, and Recipient’s right to request disbursement under this Contract terminate on the Completion Deadline.

C. Conditions to Disbursements. DAS has no obligation to disburse Grant funds unless:

- (1) DAS has sufficient funds currently available for this Contract; and
- (2) DAS has received appropriations, limitations, allotments or other expenditure authority sufficient to allow DAS, in the exercise of its reasonable administrative discretion, to make payment, and notwithstanding anything in the Contract, occurrence of such contingency does not constitute a default.

SECTION 4 - USE OF GRANT

As more particularly described in Exhibit A, Recipient will use the Grant for the Pedestrian Crosswalk Sweet Home - 22nd and Hwy 20 (the “Project”). Recipient may only use Grant funds to cover Project costs incurred during the period beginning March 3, 2021, and ending on the Completion Deadline (“Eligible Costs”). Recipient must disburse the entire Grant Amount on Eligible Costs no later than the Completion Deadline.

SECTION 5 - REPRESENTATIONS AND WARRANTIES OF RECIPIENT

Recipient represents and warrants to DAS as follows:

A. Organization and Authority.

- (1) Recipient is a local government, as that term is defined in ORS 174.116, validly organized and existing under the laws of the State of Oregon.
- (2) Recipient has all necessary right, power and authority under its organizational documents and applicable Oregon law to execute and deliver this Contract and incur and perform its obligations under this Contract.
- (3) This Contract has been authorized by an ordinance, order or resolution of Recipient’s governing body if required by its organizational documents or applicable law.
- (4) This Contract has been duly executed by Recipient, and when executed by DAS, is legal, valid and binding, and enforceable in accordance with their terms.

B. Compliance with Coronavirus State Fiscal Recovery Fund. Recipient will comply with the terms, conditions and requirements of the federal Coronavirus State Fiscal Recovery Fund (codified at 42 U.S.C. 802) from which the Grant is funded, including all implementing regulations (31 CFR 35.1 *et seq.*) and other guidance promulgated by the U.S. Department of the Treasury (collectively, the “CSFRF”).

C. Full Disclosure. Recipient has disclosed in writing to DAS all facts that materially adversely affect the Grant, or the ability of Recipient to perform all obligations required by this Contract. Recipient has made no false statements of fact, nor omitted information necessary to prevent any statements from being misleading. The information contained in this Contract, including Exhibit A, is true and accurate in all respects.

D. Pending Litigation. Recipient has disclosed in writing to DAS all proceedings pending (or to the knowledge of Recipient, threatened) against or affecting Recipient, in any court or before any governmental authority or arbitration board or tribunal, that, if adversely determined, would materially adversely affect the Grant or the ability of Recipient to perform all obligations required by this Contract.

SECTION 6 - COVENANTS OF RECIPIENT

Recipient covenants as follows:

A. Notice of Adverse Change. Recipient shall promptly notify DAS of any adverse change in the activities, prospects or condition (financial or otherwise) of Recipient related to the ability of Recipient to perform all obligations required by this Contract.

B. Compliance with Laws.

- (1) Recipient will comply with the requirements of all applicable federal, state and local laws, rules, regulations, and orders of any governmental authority, except to the extent an order of a governmental authority is contested in good faith and by proper proceedings.
- (2) Recipient is responsible for all federal or state tax laws applicable to its implementation of the Project and its use of the Grant or compensation or payments paid with the Grant.

C. Federal Audit Requirements. The Grant is federal financial assistance, and the associated Assistance Listings number is 21.027. Recipient is a subrecipient.

- (1) If Recipient receives federal funds in excess of \$750,000 in Recipient's fiscal year, it is subject to audit conducted in accordance with the provisions of 2 CFR part 200, subpart F. Recipient, if subject to this requirement, shall at its own expense submit to DAS a copy of, or electronic link to, its annual audit subject to this requirement covering the funds expended under this Contract and shall submit or cause to be submitted to DAS the annual audit of any subrecipient(s), contractor(s), or subcontractor(s) of Recipient responsible for the financial management of funds received under this Contract.
- (2) Audit costs for audits not required in accordance with 2 CFR part 200, subpart F are unallowable. If Recipient did not expend \$750,000 or more in Federal funds in its fiscal year, but contracted with a certified public accountant to perform an audit, costs for performance of that audit shall not be charged to the funds received under this Contract.
- (3) Recipient shall save, protect and hold harmless DAS from the cost of any audits or special investigations performed by the Federal awarding agency or any federal agency with respect to the funds expended under this Contract. Recipient acknowledges and agrees that any audit costs incurred by Recipient as a result of allegations of fraud, waste or abuse are ineligible for reimbursement under this or any other agreement between Recipient and the State of Oregon.
- (4) Recipient is authorized to use the Grant to pay itself for those administrative costs that are eligible costs under the CSFRF to implement the Project. DAS's approval of Recipient's administrative costs does not preclude the State of Oregon from later recovering costs from Recipient if the U.S. Department of the Treasury disallows certain costs after an audit.

D. System for Award Management. Recipient must comply with applicable requirements regarding the federal System for Award Management (SAM), currently accessible at <https://www.sam.gov>. This includes applicable requirements regarding registration with SAM, as well as maintaining current information in SAM.

E. Employee Whistleblower Protection. Recipient must comply, and ensure the compliance by subcontractors or subrecipients, with 41 U.S.C. 4712, Program for Enhancement of Employee Whistleblower Protection. Recipient must inform subrecipients, contractors and employees, in writing, in the predominant language of the workforce, of the employee whistleblower rights and protections under 41 U.S.C. 4712.

F. Compliance with 2 CFR Part 200. Recipient must comply with all applicable provision of 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, including the Cost Principles and Single Audit Act requirements.

G. Federal Funds. DAS's payments to Recipient under this Grant will be paid by funds received by DAS from the United States Federal Government. Recipient, by signing this Grant certifies neither it nor its employees, contractors, subcontractors or subrecipients who will administer this Contract are currently employed by an agency or department of the federal government.

- H. Insurance. Recipient shall maintain, or cause to be maintained, insurance policies with responsible insurers, insuring against liability, in the coverages and amounts described in Exhibit B.
- I. Return of Undisbursed Grant Funds. Recipient must return to DAS any Grant funds not disbursed by the Completion Deadline.
- J. Financial Records. Recipient will cooperate with DAS to provide all necessary financial information and records to comply with CSFRF reporting requirements, as well as provide DAS the reporting required in Exhibit A. Recipient will keep proper books of account and records on all activities associated with the Grant, including, but not limited to, invoices, cancelled checks, payroll records, instruments, agreements and other supporting financial records documenting the use of the Grant. Recipient will maintain these books of account and records in accordance with generally accepted accounting principles and will retain these books of account and records until five years after the Completion Deadline or the date that all disputes, if any, arising under this Contract have been resolved, whichever is later.
- K. Inspection. Recipient shall permit DAS, and any party designated by DAS, the Oregon Secretary of State's Office, the federal government and their duly authorized representatives, at any reasonable time, to inspect and make copies of any accounts, books and records related to the administration of this Contract. Recipient shall supply any Contract-related information as DAS may reasonably require.
- L. Notice of Event of Default. Recipient shall give DAS prompt written notice of any Event of Default, or any circumstance that with notice or the lapse of time, or both, may become an Event of Default, as soon as Recipient becomes aware of its existence or reasonably believes an Event of Default is likely.
- M. Indemnity. To the extent authorized by law, Recipient shall defend (subject to ORS chapter 180), indemnify, save and hold harmless DAS and its officers, employees and agents from and against any and all claims, suits, actions, proceedings, losses, damages, liability and court awards including costs, expenses, and attorneys' fees incurred related to any actual or alleged act or omission by Recipient, or its employees, agents or contractors, that is related to this Contract; however, the provisions of this section are not to be construed as a waiver by DAS of any defense or limitation on damages provided for under Chapter 30 of the Oregon Revised Statutes or under the laws of the United States or other laws of the State of Oregon.
- N. Representations and Covenants Regarding Prevailing Wage.
- (1) The prevailing wage rate requirements that may apply to the Project are set forth in ORS 279C.800 through 279C.870, the administrative rules promulgated thereunder (OAR Chapter 839, Division 25) and Oregon Laws 2021, chapter 678, section 17 (collectively, state "PWR"), or, if applicable, 40 U.S.C. 3141 et seq. (federal "Davis-Bacon Act"). If applicable, Recipient shall:
 - a) comply with PWR, require its contractors and subcontractors to pay the applicable PWR or Davis-Bacon Act rates, as applicable, and to comply with all other Oregon Bureau of Labor and Industries ("BOLI") requirements pursuant to the PWR, including on all contracts and subcontracts and in filing separate public works bonds with the Construction Contractors Board;
 - b) pay to BOLI, within the required timeframe and in the appropriate amount, the project fee required by OAR 839-025-0200 to 839-025-0230, including any additional fee that may be owed upon completion of the Project; and

- c) unless exempt under Section 17(2) of Oregon Laws 2021, chapter 678, if Recipient is a “public body” and the Project is a “qualified project,” as those terms are defined in Section 17(3) of Oregon Laws 2021, chapter 678, Recipient shall require each contactor in a contract with an estimated cost of \$200,000 or greater to:
- i. Enter into a project labor agreement that, at a minimum, provides for payment of wages at or above the prevailing rate of wage;
 - ii. Employ apprentices to perform 15 percent of the work hours that workers in apprenticeable occupations perform under the contract, in a manner consistent with the apprentices’ respective apprenticeship training programs;
 - iii. Establish and execute a plan for outreach, recruitment and retention of women, minority individuals and veterans to perform work under the contract, with the aspirational target of having at least 15 percent of total work hours performed by individuals in one or more of those groups; and
 - iv. Require any subcontractor engaged by the contractor to abide by the requirements set forth in subparagraphs (i), (ii) and (iii) above, if the work to be performed under the subcontract has an estimated cost of \$200,000 or greater.
- (2) Recipient represents and warrants that it is not on the BOLI current List of Contractors Ineligible to Receive Public Works Contracts and that it will not contract with any contractor on this list.
- (3) Pursuant to ORS 279C.817, Recipient may request that the Commissioner of BOLI make a determination about whether the Project is a public works on which payment of the prevailing rate of wage is required under ORS 279C.840.

SECTION 7 - DEFAULT

A. Recipient Default. Any of the following constitutes an “Event of Default” of Recipient:

- (1) Misleading Statement. Any materially false or misleading representation is made by or on behalf of Recipient, in this Contract or in any document provided by Recipient related to this Grant.
- (2) Failure to Perform. Recipient fails to perform, observe or discharge any of its covenants, agreements, or obligations under this Contract, other than those referred to in subsection A of this section, and that failure continues for a period of 30 calendar days after written notice specifying such failure is given to Recipient by DAS. DAS may agree in writing to an extension of time if it determines Recipient instituted and has diligently pursued corrective action.

B. DAS Default. DAS will be in default under this Contract if it fails to perform, observe or discharge any of its covenants, agreements, or obligations under this Contract.

SECTION 8 - REMEDIES

- A. DAS Remedies. Upon the occurrence of an Event of Default, DAS may pursue any remedies available under this Contract, at law or in equity. Such remedies include, but are not limited to, termination of DAS's obligations to make the Grant or further disbursements, return of all or a portion of the Grant Amount, payment of interest earned on the Grant Amount, and declaration of ineligibility for the receipt of future awards from DAS. If, as a result of an Event of Default, DAS demands return of all or a portion of the Grant Amount or payment of interest earned on the Grant Amount, Recipient shall pay the amount upon DAS's demand. DAS may also recover all or a portion of any amount due from Recipient by deducting that amount from any payment due to Recipient from the State of Oregon under any other contract or agreement, present or future, unless prohibited by state or federal law. DAS reserves the right to turn over any unpaid debt under this Section 8 to the Oregon Department of Revenue or a collection agency and may publicly report any delinquency or default. These remedies are cumulative and not exclusive of any other remedies provided by law.
- B. Recipient Remedies. In the event of default by DAS, Recipient's sole remedy will be for disbursement of Grant funds for Eligible Costs of the Project, not to exceed the total Grant Amount, less any claims DAS has against Recipient.

SECTION 9 - TERMINATION

In addition to terminating this Contract upon an Event of Default as provided in Section 8, DAS may terminate this Contract with notice to Recipient under any of the following circumstances:

- A. If DAS anticipates a shortfall in applicable revenues or DAS fails to receive sufficient funding, appropriations or other expenditure authorizations to allow DAS, in its reasonable discretion, to continue making payments under this Contract.
- B. There is a change in federal or state laws, rules, regulations or guidelines so that the uses of the Grant are no longer eligible for funding.

This Contract may be terminated at any time by mutual written consent of the parties.

SECTION 10 - MISCELLANEOUS

- A. No Implied Waiver. No failure or delay on the part of DAS to exercise any right, power, or privilege under this Contract will operate as a waiver thereof, nor will any single or partial exercise of any right, power, or privilege under this Contract preclude any other or further exercise thereof or the exercise of any other such right, power, or privilege.
- B. Choice of Law; Designation of Forum; Federal Forum. The laws of the State of Oregon (without giving effect to its conflicts of law principles) govern all matters arising out of or relating to this Contract, including, without limitation, its validity, interpretation, construction, performance, and enforcement.

Any party bringing a legal action or proceeding against any other party arising out of or relating to this Contract shall bring the legal action or proceeding in the Circuit Court of the State of Oregon for Marion County (unless Oregon law requires that it be brought and conducted in another county). Each party hereby consents to the exclusive jurisdiction of such court, waives any objection to venue, and waives any claim that such forum is an inconvenient forum.

Notwithstanding the prior paragraph, if a claim must be brought in a federal forum, then it must be brought and adjudicated solely and exclusively within the United States District Court for the District of Oregon. This paragraph applies to a claim brought against the State of Oregon only to the extent Congress has appropriately abrogated the State of Oregon's sovereign immunity and is not consent by the State of Oregon to be sued in federal court. This paragraph is also not a waiver by the State of Oregon of any form of defense or immunity, including but not limited to sovereign immunity and immunity based on the Eleventh Amendment to the Constitution of the United States.

- C. Notices and Communication. Except as otherwise expressly provided in this Contract, any communication between the parties or notices required or permitted must be given in writing by personal delivery, email, or by mailing the same, postage prepaid, to Recipient or DAS at the addresses listed in Exhibit A, or to such other persons or addresses that either party may subsequently indicate pursuant to this Section.

Any communication or notice by personal delivery will be deemed effective when actually delivered to the addressee. Any communication or notice so addressed and mailed will be deemed to be received and effective five (5) days after mailing. Any communication or notice given by email becomes effective 1) upon the sender's receipt of confirmation generated by the recipient's email system that the notice has been received by the recipient's email system or 2) the recipient's confirmation of receipt, whichever is earlier. Notwithstanding this provision, the following notices may not be given by email: notice of default or notice of termination.

- D. Amendments. This Contract may not be altered, modified, supplemented, or amended in any manner except by written instrument signed by both parties.
- E. Severability. If any provision of this Contract will be held invalid or unenforceable by any court of competent jurisdiction, such holding will not invalidate or render unenforceable any other provision.
- F. Successors and Assigns. This Contract will be binding upon and inure to the benefit of DAS, Recipient, and their respective successors and assigns, except that Recipient may not assign or transfer its rights, obligations or any interest without the prior written consent of DAS.
- G. Counterparts. This Contract may be signed in several counterparts, each of which is an original and all of which constitute one and the same instrument.
- H. Integration. This Contract (including all exhibits, schedules or attachments) constitutes the entire agreement between the parties on the subject matter. There are no unspecified understandings, agreements or representations, oral or written, regarding this Contract.
- I. No Third-Party Beneficiaries. DAS and Recipient are the only parties to this Contract and are the only parties entitled to enforce the terms of this Contract. Nothing in this Contract gives or provides, or is intended to give or provide, to third persons any benefit or right not held by or made generally available to the public, whether directly, indirectly or otherwise, unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Contract.
- J. Survival. The following provisions, including this one, survive expiration or termination of this Contract: Sections 6 (excepting 6.H, Insurance), 7, 8, 10.B, 10.C, 10.L and 10.M.
- K. Time is of the Essence. Recipient agrees that time is of the essence under this Contract.

L. Attorney Fees. To the extent permitted by the Oregon Constitution and the Oregon Tort Claims Act, the prevailing party in any dispute arising from this Contract will be entitled to recover from the other its reasonable attorney fees and costs and expenses at trial, in a bankruptcy, receivership or similar proceeding, and on appeal. Reasonable attorney fees shall not exceed the rate charged to DAS by its attorneys.

M. Public Records. DAS's obligations under this Contract are subject to the Oregon Public Records Laws.

Recipient, by its signature below, acknowledges that it has read this Contract, understands it, and agrees to be bound by its terms and conditions.



STATE OF OREGON
acting by and through its
Department of Administrative Services

CITY OF SWEET HOME

By: _____
DAS Authorized Representative

George Naughton
DAS Chief Financial Officer

By: _____
Authorized Representative Signature

Authorized Representative Name and Title

Date: _____

Date: _____

APPROVED AS TO LEGAL SUFFICIENCY IN ACCORDANCE WITH ORS 291.047:

s/ Samuel B. Zeigler 1/5/2022
Samuel B. Zeigler, Senior Assistant Attorney General

EXHIBIT A

CONTACT INFORMATION, USE OF FUNDS/ PROJECT DESCRIPTION AND REPORTING REQUIREMENTS

Contact Information:

DAS

State of Oregon, acting by and through its
Department of Administrative Services
155 Cottage St. NE
Salem, OR 97301-3966

Contract Administrator: Stephanie Tyrer

Telephone: 971-374-3308

Email: statefiscal.recoveryfund@das.oregon.gov

Recipient

City of Sweet Home

3225 Main Street
Sweet Home, OR 97386-3163

Contact: Brandon Neish

Telephone: 541-367-5128

Email: bneish@sweethomeor.gov

Use of Funds/ Project Description:

The Recipient shall install a pedestrian crossing on Highway 20 just west of 22nd Avenue that will include lights and a pedestrian island.

Reporting Requirements:

Schedule

Report Name	Frequency	Due Dates
Project Performance Plan	One-Time	45 days after the Effective Date
Quarterly Report	Quarterly	April 15 th , July 15 th , October 15 th , January 15 th
Annual Report	Annually	July 15 th

Project Performance Plan

Recipient shall submit to DAS, using a template and instructions provided by DAS, the following information in the Project Performance Plan:

1. Problem Statement
2. Goal
3. Rationales
4. Assumptions
5. Resources
6. Activities
7. Outputs
8. Short-Term Outcomes
9. Intermediate Outcomes
10. Long-Term Outcomes

Quarterly Reports

Recipient shall submit Quarterly Reports to DAS which shall include such information as is necessary for DAS to comply with the reporting requirements established by 42 U.S.C. 802, guidance issued by the U.S. Treasury, and 2 CFR Part 200 (known as the “Super Circular”). The reports shall be submitted using a template provided by DAS that includes the following information:

1. Expenditure Report
 - a) Quarterly Obligation Amount
 - b) Quarterly Expenditure Amount
 - c) Projects
 - d) Primary Location of Project Performance
 - e) Detailed Expenditures (categories to be provided by DAS)
2. Project Status Update
 - a) Status of project: not started, completed less than 50 percent, completed 50 percent or more, completed.
 - b) Progress since last update including project outputs and achieved outcomes.
 - c) Identify barriers/risks to outcomes and describe actions taken to mitigate delays/risks to the overall project goal.
 - d) Optional: Share with DAS community outreach/engagement or other positive local news stories.

Annual Reports

Recipient shall submit to DAS a report annually on the following, as applicable, using a template provided by DAS:

1. How the Project is Promoting Equitable Outcomes, if applicable
2. How the Project is Engaging with the Community, if applicable

Administrative Costs

Recipient shall also deliver to DAS no later than July 15, 2024, an accounting of all of its direct administrative costs paid by this Grant accompanied by a certification statement that all such costs comply with the CSFRF. Grant funds may not be used to pay for any costs incurred after the Completion Deadline. For any unexpended Grant funds that were allocated for administrative costs as provided in the not-to-exceed amount above, DAS will direct Recipient on how to return or expend any such funds.

EXHIBIT B – INSURANCE REQUIREMENTS

Recipient shall obtain at Recipient's expense the insurance specified in this Exhibit B before performing under this Contract and shall maintain it in full force and at its own expense throughout the duration of this Contract, as required by any extended reporting period or continuous claims made coverage requirements, and all warranty periods that apply. Recipient shall obtain the following insurance from insurance companies or entities that are authorized to transact the business of insurance and issue coverage in the State of Oregon and that are acceptable to DAS. Coverage shall be primary and non-contributory with any other insurance and self-insurance, with the exception of Professional Liability and Workers' Compensation. Recipient shall pay for all deductibles, self-insured retention and self-insurance, if any. Recipient shall require and ensure that each of its subcontractors complies with these requirements and maintains insurance policies with responsible insurers, insuring against liability, in the coverages and amounts identified below.

WORKERS' COMPENSATION & EMPLOYERS' LIABILITY

All employers, including Recipient, that employ subject workers, as defined in ORS 656.027, shall comply with ORS 656.017 and provide workers' compensation insurance coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). Recipient shall require and ensure that each of its subcontractors complies with these requirements. If Recipient is a subject employer, as defined in ORS 656.023, Recipient shall also obtain employers' liability insurance coverage with limits not less than \$500,000 each accident. If Recipient is an employer subject to any other state's workers' compensation law, Contactor shall provide workers' compensation insurance coverage for its employees as required by applicable workers' compensation laws including employers' liability insurance coverage with limits not less than \$500,000 and shall require and ensure that each of its out-of-state subcontractors complies with these requirements.

As applicable, Recipient shall obtain coverage to discharge all responsibilities and liabilities that arise out of or relate to the Jones Act with limits of no less than \$5,000,000 and/or the Longshoremen's and Harbor Workers' Compensation Act.

COMMERCIAL GENERAL LIABILITY:

☒ **Required** ☐ **Not required**

Commercial General Liability Insurance covering bodily injury and property damage in a form and with coverage that are satisfactory to the State. This insurance shall include personal and advertising injury liability, products and completed operations, contractual liability coverage for the indemnity provided under this contract, and have no limitation of coverage to designated premises, project or operation. Coverage shall be written on an occurrence basis in an amount of not less than \$1,000,000 per occurrence. Annual aggregate limit shall not be less than \$2,000,000.

AUTOMOBILE LIABILITY INSURANCE:

☒ **Required** ☐ **Not required**

Automobile Liability Insurance covering Recipient's business use including coverage for all owned, non-owned, or hired vehicles with a combined single limit of not less than \$1,000,000 for bodily injury and property damage. This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits for Commercial General Liability and Automobile Liability). Use of personal automobile liability insurance coverage may be acceptable if evidence that the policy includes a business use endorsement is provided.

A. Automobile Liability Broadened Pollution Liability Coverage Endorsement

If Recipient is transporting any type of **hazardous materials** to implement the Project, then endorsements CA 99 48 or equivalent and MSC-90 (if Recipient is a regulated motor carrier) are required on the Automobile Liability insurance coverage.

PROFESSIONAL LIABILITY:

☒ Required ☐ Not required

Professional Liability covering any damages caused by an error, omission or any negligent acts related to the services to be provided under this Contract by Recipient and Recipient's subcontractors, agents, officers or employees in an amount not less than \$1,000,000 per claim. Annual aggregate limit shall not be less than \$2,000,000. If coverage is on a claims-made basis, then either an extended reporting period of not less than 24 months shall be included in the Professional Liability insurance coverage, or Recipient shall provide continuous claims made coverage as stated below.

POLLUTION LIABILITY:

☒ Required ☐ Not required

Pollution Liability Insurance covering Recipient's or appropriate subcontractor's liability for bodily injury, property damage and environmental damage resulting from sudden accidental and gradual pollution and related cleanup costs incurred by Recipient, all arising out of the Project (including transportation risk) performed under this Contract is required. Combined single limit per occurrence shall not be less than \$1,000,000. Annual aggregate limit shall not be less than \$2,000,000.

An endorsement to the Commercial General Liability or Automobile Liability policy, covering Recipient's or subcontractor's liability for bodily injury, property damage and environmental damage resulting from sudden accidental and gradual pollution and related clean-up cost incurred by Recipient that arise from the Project (including transportation risk) performed by Recipient under this Contract is also acceptable.

EXCESS/UMBRELLA INSURANCE:

Umbrella insurance coverage in the sum of \$2,000,000 shall be provided and will apply over all liability policies, without exception, including but not limited to Commercial General Liability, Automobile Liability, and Employers' Liability coverage. The amounts of insurance for the insurance required under this Contract, including this Excess/Umbrella insurance requirement, may be met by the Contractor obtaining coverage for the limits specified under each type of required insurance or by any combination of underlying, excess and umbrella limits so long as the total amount of insurance is not less than the limits specified for each type of required insurance added to the limit for this excess/umbrella insurance requirement.

ADDITIONAL INSURED:

All liability insurance, except for Workers' Compensation, Professional Liability, and Network Security and Privacy Liability (if applicable), required under this Contract must include an additional insured endorsement specifying the State of Oregon, its officers, employees and agents as Additional Insureds, including additional insured status with respect to liability arising out of ongoing operations and completed operations, but only with respect to Recipient's activities to be performed under this Contract. Coverage shall be primary and non-contributory with any other insurance and self-insurance. The Additional Insured endorsement with respect to liability arising out of your ongoing operations must be on ISO Form CG 20 10 07 04 or equivalent and the Additional Insured endorsement with respect to completed operations must be on ISO form CG 20 37 07 04 or equivalent.

WAIVER OF SUBROGATION:

Recipient shall waive rights of subrogation which Recipient or any insurer of Recipient may acquire against the DAS or State of Oregon by virtue of the payment of any loss. Recipient will obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the DAS has received a waiver of subrogation endorsement from Recipient or Recipient's insurer(s).

CONTINUOUS CLAIMS MADE COVERAGE:

If any of the required liability insurance is on a claims made basis and does not include an extended reporting period of at least 24 months, then Recipient shall maintain continuous claims made liability coverage, provided the effective date of the continuous claims made coverage is on or before the effective date of this Contract, for a minimum of 24 months following the later of:

- (i) Recipient's completion and DAS's acceptance of all Services required under the Contract, or
- (i) DAS or Recipient termination of this Contract, or
- (ii) The expiration of all warranty periods provided under this Contract.

CERTIFICATE(S) AND PROOF OF INSURANCE:

Upon request, Recipient shall provide to DAS Certificate(s) of Insurance for all required insurance before delivering any Goods and performing any Services required under this Contract. The Certificate(s) shall list the State of Oregon, its officers, employees and agents as a Certificate holder and as an endorsed Additional Insured. The Certificate(s) shall also include all required endorsements or copies of the applicable policy language effecting coverage required by this Contract. If excess/umbrella insurance is used to meet the minimum insurance requirement, the Certificate of Insurance must include a list of all policies that fall under the excess/umbrella insurance. As proof of insurance DAS has the right to request copies of insurance policies and endorsements relating to the insurance requirements in this Contract.

NOTICE OF CHANGE OR CANCELLATION:

Recipient or its insurer must provide at least 30 days' written notice to DAS before cancellation of, material change to, potential exhaustion of aggregate limits of, or non-renewal of the required insurance coverage(s).

INSURANCE REQUIREMENT REVIEW:

Recipient agrees to periodic review of insurance requirements by DAS under this Contract and to provide updated requirements as mutually agreed upon by Recipient and DAS.

STATE ACCEPTANCE:

All insurance providers are subject to DAS acceptance. If requested by DAS, Recipient shall provide complete copies of insurance policies, endorsements, self-insurance documents and related insurance documents to DAS's representatives responsible for verification of the insurance coverages required under this Exhibit B.

EXHIBIT C
FEDERAL AWARD IDENTIFICATION
(REQUIRED BY 2 CFR 200.332(A)(1))

(i) Subrecipient* Name: <i>(must match name associated with UEI)</i>	City of Sweet Home
(ii) Subrecipient's Unique Entity Identifier (UEI):	030798052 (DUNS)
(iii) Federal Award Identification Number (FAIN):	SLFRP4454
(iv) Federal award date: <i>(date of award to DAS by federal agency)</i>	July 23, 2021
(v) Grant period of performance start and end dates:	Start: March 3, 2021 End: June 30, 2024
(vi) Grant budget period start and end dates:	Start: March 3, 2021 End: June 30, 2024
(vii) Amount of federal funds obligated by this Grant:	\$500,000.00
(viii) Total amount of federal funds obligated to Subrecipient by pass-through entity, including this Grant:	\$
(ix) Total amount of the federal award committed to Subrecipient by pass-through entity**: <i>(amount of federal funds from this FAIN committed to Recipient)</i>	\$500,000.00
(x) Federal award project description:	Coronavirus State Fiscal Recovery Fund
(xi) a. Federal awarding agency:	U.S. Department of the Treasury
b. Name of pass-through entity:	Oregon Department of Administrative Services
c. Contact information for awarding official of pass-through entity:	Stephanie Tyrer, COVID Fiscal Relief Mgr. statefiscal.recoveryfund@das.oregon.gov
(xii) Assistance listings number, title and amount:	Number: 21.027 Title: Coronavirus State and Local Fiscal Recovery Funds Amount: \$2,648,024,988.20
(xiii) Is award research and development?	Yes ☐ No ☒
(xiv) a. Indirect cost rate for the federal award:	
b. Is the 10% de minimis rate being used per 2 CFR § 200.414?	Yes ☒ No ☐

* For the purposes of this Exhibit C, "Subrecipient" refers to Recipient and "pass-through entity" refers to DAS.

** The total amount of federal funds obligated to the Subrecipient by the pass-through entity is the total amount of federal funds obligated to the Subrecipient by the pass-through entity during the current state fiscal year.



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action - Occupational Skills Training Program with Chemeketa Community College

Preferred Agenda: April 26, 2022

Submitted By: Steven Haney, Utilities Manager

Reviewed By: Greg Springman, Public Works Director

Type of Action: Resolution ____ Motion ____ Roll Call __X__ Other ____

Relevant Code/Policy: N/A

Towards Council Goal: Goal 1.2: Infrastructure Needs

Attachments: Training Site Agreement, Student Agreement

Purpose of this RCA:

The purpose of this RCA is to seek Council approval to utilize the Occupational Skills Training Program through Chemeketa Community College and authorize the City Manager Pro Tem to enter into an agreement for the program.

This program is used by various local community colleges as an opportunity to train students to perform work in treatment plants at little to no cost to the treatment facilities.

Students are not compensated by the City. Their insurance and worker's compensation are handled by Chemeketa Community College, so the risk to the city is very slight. We can choose who we work with and who we do not work with, we are not committed to keeping someone for the full length of training agreement if we have cause.

The Challenge/Problem:

It is difficult nationally to find qualified treatment facility operators. This program will allow us at near zero cost train operators that are participating through a program with Chemeketa Community College. These operators will then be available after the program to provide a deeper recruitment group regionally.

Stakeholders:

- Sweet Home City Council – Council will help increase the pool of applicants for future vacancies.
- Sweet Home Residents – Residents deserve qualified treatment operators to handle these essential duties, this program will help ensure an adequate supply of operators exist moving forward.
- Sweet Home Staff – Staff would gain a deeper understanding of required tasks by having to go through the task of training others to do said tasks.

- Chemeketa Students– Students will be provided with opportunity to learn job skills to help them find employment after the program.

Issues and Financial Impacts:

The financial impact would be minimal. City is responsible for training, creating periodic reports to the college, and providing Personal Protective Equipment (PPE) for anyone performing work on site at our treatment facilities.

Elements of a Stable Solution:

A stable solution includes city staff and the Community College working in partnership to provide opportunities both for students in the program and current staff to learn from training activities to ensure a more robust workforce in the future.

Options:

1. Option 1 – Do Nothing. Not recommended.
2. Option 2 – Move to participate in the Occupational Skills Training Program and authorize the City Manager Pro Tem to enter into an agreement. Recommended.
3. Option 3 – Seek more information before deciding. If requested a representative from Chemeketa Community College has offered to come and answer questions about the program.

Recommendation:

Staff recommends Option 2 – Move to participate in the Occupational Skills Training Program and authorize the City Manager Pro Tem to enter into an agreement.

Training Site Agreement

B-1 Agreement – Incentive Paid to Employer (Item #12)

The purpose of this agreement is to enable the Trainee enrolled at the College to learn the designated skill area by working at the Training Site. Chemeketa Community College ("the College") and _____ Training Site (hereinafter "the Site") agree as follows:

The Site agrees to train _____, as a(n) _____. Upon written verification from the Site that the Trainee has satisfactorily completed the course of training and the required clock hours, the College will award the Trainee a *Certificate of Completion* in Occupational Skills Training.

This agreement shall become effective on _____ and shall continue in force and effect to and including _____.

1. The Site agrees to provide appropriate orientation, skills training instruction and supervision in compliance with the Authorized Training Plan proposed by the Vocational Consultant and approved by the Insurer and College. To insure compliance and completion of the approved curriculum plan, the College shall monitor on a quarterly basis through on-site visits, evaluation of skills training objectives, student's weekly logs, and monthly progress reports completed by the Supervisor.
2. All tools, equipment, machinery, and supplies necessary for the training course shall be furnished by the Site. Items to be furnished by the Trainee, if any, shall be designated by the Site and approved by the Vocational Consultant and the College prior to the execution of this agreement and a copy shall be attached to this agreement.
3. The results of work products of the Trainee's efforts shall belong to the Site, and neither the college nor the Trainee shall have any right nor claim to such results or work products.
4. The College, in coordination with the Vocational Consultant, shall end the Training Plan if any of the following applies:
 - a. The Trainee is not able to perform adequately the tasks of the job as documented by a physical capacity evaluation.
 - b. The Trainee's performance falls below the level required to obtain employment in the field of training.
 - c. The Trainee fails to cooperate in meeting the requirements of the Training Plan.
 - d. The Trainee ceases to be enrolled and actively engaged in the training program.
5. The Site may dismiss the Trainee from the training program for cause, which fact shall be promptly communicated to the Skills Training Coordinator and the Vocational Consultant.
6. The Site agrees that Skills Training is subject to the following conditions under Oregon Administrative Rules Chapter 436:
 - a. The Site makes no guarantee of employing the Trainee when the training is completed.
 - b. The Trainee does not displace another worker.
 - c. The Site does not expect a substantial gain from the Trainee.
 - d. The activity is primarily for the Trainee's benefit.
 - e. The Site has a sufficient number of employees to accomplish the regular work of the Site and the training of the Trainee.
7. The Training Site further agrees to comply with all of the applicable requirements of federal and state civil rights and rehabilitation status, rules, and regulations and further agrees to train the Trainee in all applicable health and safety aspects of the job.
8. The College will provide Workers' Compensation Insurance for the Trainee through the College's insurance carrier pursuant to Oregon Statute 656.046 unless the Trainee is still covered by the prior employer's claim or is hired by the Site.
9. Site agrees that the Trainee is the subject worker of the Site. If the Trainee is hired by the Site and remains enrolled as an Occupational Skills Training student, the Site shall:
 - a. Provide Trainee with Workers' Compensation coverage.
 - b. Provide to the College a certificate of insurance for Workers' Compensation coverage.
 - c. Sign a new **Paid Training Site Agreement** form upon Trainee's hiring.
10. Site agrees to comply with all applicable laws, rules and regulations applicable to the work performed under this agreement.
11. Report Trainee accidents immediately. In the case of hospitalization also contact Chemeketa's Risk Management Office (503.399.8635). After normal business hours contact Chemeketa Public Safety (503.399.5023) to report hospitalization.
12. The Oregon Workers Compensation Division provides that insurers may pay a stipend to participating Sites in the amount of \$112 per month or \$336 per term. This amount is paid by the insurer along with other plan costs. Chemeketa in turn agrees to pay this amount to the Site for _____ months/terms, provided the Trainee is participating as required, is receiving appropriate training and making satisfactory progress, and the College has received all required reports from the Site. Stipend may be pro-rated as needed.

CHEMEKETA COMMUNITY COLLEGE

TRAINING SITE OFFICIAL

By _____ Date: _____ By _____ Date: _____

Title Occupational Skills Training Coordinator Title _____

Note: IRS regulations require the College to file a 1099 form to report any incentive payment to the Training Site in excess of \$600 in one calendar year. Chemeketa Community College is an equal opportunity/affirmative action employer and educational institution. To request this publication in an alternative format, please call 503.399.5192



REQUEST FOR COUNCIL ACTION

Title: Proposed Name Change to the City's Wastewater Treatment Plant

Preferred Agenda: April 26, 2022

Submitted By: Greg Springman, Public Works Director

Reviewed By: Christy Wurster, City Manager Pro Tem

Type of Action: Resolution ____ Motion X Roll Call ____ Other ____

Relevant Code/Policy: N/A

Towards Council Goal: N/A

Attachments: List of Suggested Names for Wastewater Treatment Plant
Resolution No. 32 for 2016

Purpose of this RCA:

The purpose of this RCA is to seek Council approval to rename the City's upgraded Wastewater Treatment Plant (WWTP).

Background/Context:

Over the past few years, the City has made significant progress to complete the final design for the City's aged WWTP. The proposed WWTP upgrades will include new Influent Pump Station, Headworks, Grit Removal, Primary Clarification, Aeration Basin, Secondary Clarification, Sludge Digester, Screw Press, Standby Generator and UV disinfection. Due to the significant improvements to the existing WWTP, the design team proposed that a more modern name would reflect the current design and the Sweet Home community.

Staff began conversations suggesting we change the name to reflect our current Mayor's family name. John Mahler served on our City Council from 1973 to 1978. He was a councilor during the construction of the current WWTP, which is reflected by his name listed on the plaque in the operations building entryway. Mayor Greg Mahler first served on the Sweet Home City Council from November 1993 to December 1994. He returned to the Council in 2008 and was elected Mayor in 2017. Mayor Mahler has also volunteered with the Sweet Home Fire & Ambulance District since 1987. As Mayor, he has been the driving force for infrastructure improvements in Sweet Home for several years, explicitly pushing staff to complete a full upgrade of the City's WWTP.

The Challenge/Problem:

Should the City rename the WWTP?

Stakeholders:

- Sweet Home City Council – Council has discretionary authority to decide when or how to honor the contributions of public servants via facility naming. Naming a City facility after a community member recognizes distinguished service for past efforts of community members.
- Sweet Home Residents – Facility naming reflects the efforts of community members.
- Sweet Home Staff – The facility name distinguishes our facility from others when staff interacts with regulatory agencies.

Issues and Financial Impacts:

None.

Elements of a Stable Solution:

A stable solution honors the efforts of distinguished community volunteers.

Options:

1. Do Nothing. This leaves the facility's permitted name as Sweet Home STP in DEQ records.
2. Move to authorize the Mahler family to select the facility name from staff's list of recommendations.
3. Give other direction.

Recommendation:

Staff recommends option 2, move to authorize the Mahler family to select the facility name from staff's list of recommendations.

RESOLUTION 32 for 2016

A RESOLUTION OF THE SWEET HOME CITY COUNCIL ESTABLISHING A POLICY FOR NAMING PUBLICLY OWNED PROPERTIES OR FACILITIES

WHEREAS, the City Council of the City of Sweet Home recognizes the need to establish a policy for naming parks, buildings and other city owned properties or facilities; and

WHEREAS, the City Council recognizes that there are City-owned properties and facilities which already have names commonly known throughout the community; and

WHEREAS, the City Council wishes to establish a procedure for recognizing and honoring persons by naming publically owned facilities after them; and

**NOW THEREFORE, THE SWEET HOME CITY COUNCIL HEREBY RESOLVES AS
FOLLOWS:**

Section 1. The City of Sweet Home adopts the following Public Facility Naming Policy:

- I. **PURPOSE:** To establish a uniform policy which will provide direction regarding naming or renaming city owned land, facilities, parks, and buildings, which are compatible with the community interest and which will enhance the values and heritage of the City of Sweet Home.
- II. **GENERAL:**
 - a. This policy establishes the guidelines, criteria and process for naming or renaming of city-owned property.
 - b. The City Council shall have the final authority to name and rename any or all City-owned property or portion thereof. This shall include the authority to revoke the name of a City-owned property. Names which would be detrimental to the mission or image of the City of Sweet Home will not be used to identify City-owned property.
 - c. The donation of land, facilities, or funds for the acquisition, renovation or maintenance of City-owned property shall not constitute an obligation or establish a right to name any land or facilities granted to the City.

- d. It is the intent of the City Council to keep the name of any existing park, City-owned facility or other City-owned property unless there are compelling reasons to consider a name change.
- e. Official street names and addresses shall be established by the City of Sweet Home in accordance with the policies and procedures already outlined in City policy and Ordinance; the naming of streets and creation of addresses do not fall under this policy.
- f. All costs including staff time, labor and materials associated with the installation of plaques, monuments, and signs will be borne by the individual, group or organization sponsoring the request.

III. NAMING CRITERIA:

- a. The size, wording and materials of any memorial or sign associated with the name of a City-owned property shall be reviewed by City staff for compliance with the City's Sign Code. Content of such shall be reviewed by staff and approved by the City Council prior to production.
- b. Whenever possible, naming shall begin early in the development and/or acquisition of City-owned property.
- c. Names shall be appropriate to the park, building or other City-owned facility and are encouraged to reflect the following:
 - i. history, flora, fauna, geographic area, or natural geologic features related to the City of Sweet Home;
 - ii. significant historical events, cultural attributes, local landmarks, or a historical figure; or
 - iii. City's ethnic and cultural diversity.
- d. Signs shall be written using the English alphabet.
- e. The City Council may consider the following when making a determination regarding names which honor individuals or families:
 - i. Have they made a lasting and significant contribution to the protection of natural, cultural, or historic resources of the City of Sweet Home; or
 - ii. Have they made significant contribution to the betterment of a specific City-owned property; or
 - iii. Have they made a substantial contribution to the advancement of recreational opportunities within the City of Sweet Home; or

- iv. Are they associated with an economic development or redevelopment activity the City is undertaking; or
 - v. Have they had a positive impact on the lives of Sweet Home residents; or
 - vi. Have they volunteered or worked for the city for ten (10) years or more; or
 - vii. Have they distinguished themselves through military service; or
 - viii. Are they a current or past resident of Sweet Home who has distinguished themselves?
- f. The City Council may name city-owned property after an individual who has served as a city official or was an employee of the City of Sweet Home provided that:
- i. They no longer work for the city; and,
 - ii. They made a contribution over and above the normal duties required by their position; or
 - iii. They had a positive impact on the past and future development of programs, projects or facilities within the City of Sweet Home; or
 - iv. They have made significant volunteer contributions to the community outside the scope of their job; or
 - v. They have had exceptionally long tenure with the City of Sweet Home (at least ten (10) years); or
 - vi. There is significant public support for a memorial to the city official or city employee on the occasion of their death or retirement.

IV. PROCEDURE:

- a. A request to name or rename City-owned property shall be made on an application specifically designed for this purpose (Exhibit A).
- b. Fees associated with administrative and hard costs may be assessed and are the responsibility of the applicant. The administrative and processing fees shall be established by the Sweet Home City Council and shall be reflected on the City's fee schedule.

The fees shown below are intended as a guideline to the applicant. Fees will be assessed on actual costs and will be due throughout the process at the time when expenditures are to be made or prior to staff review. An

applicant may choose to submit fees in a lump sum at the beginning of the process; any unused fees will be returned at the completion of the project.

The City Council has the right to adjust fees at their discretion upon application and consideration at a regularly scheduled City Council meeting.

Action	Fee
Notification of Public Hearing – legal notice includes staff time to process	\$ 400
Packaging, Mailing & Posting	\$ Actual Cost
Cost of Dedication Ceremony	\$ Actual Cost

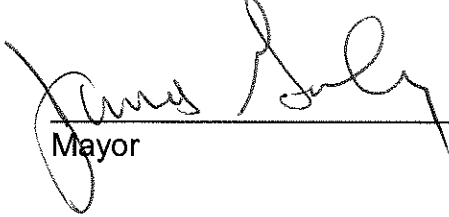
- c. The applicant shall supply clear evidence that the proposed name meets the naming requirements outlined in this policy (See Naming Criteria).
- d. The application will be reviewed by the Sweet Home City Council at a regular City Council meeting. All requests will be given the same consideration without regard to the source of the nomination. Upon a motion by the Council, the application may be sent to committee for further review.
- e. The City Council may return the application to the applicant for further clarification if they so desire.
- f. After City Council review of the application a notice of intent to name a City-owned property shall be posted in public places and published at least once in the City's paper of record for a thirty (30) day review process prior to City Council decision.
- g. After the thirty (30) day review period is completed a public hearing shall be placed on the agenda of the next regular meeting of the City Council.
- h. City Council will make a decision regarding the proposed name at the same City Council meeting.

If the City Council rejects an application the applicant must wait a minimum of six (6) months before resubmitting the name for consideration.

Section 2. This policy shall take effect on the date of its adoption by the Sweet Home City Council.

ADOPTED this 13th day of December 2016, by the City Council of the City of Sweet Home.

APPROVED BY:



Mayor

ATTEST:



City Manager—Ex-Officio Recorder

City of Sweet Home

Application for Naming Publicly Owned Facilities



The Sweet Home City Council has sole responsibility for establishing formal legal names for City-owned facilities. The policy for naming Publicly Owned Facilities is attached. Please complete the following form and return completed form and the appropriate fees to City Hall for consideration.

Publicly Owned Facilities or Property Considered for Naming:	
Current Name:	Proposed Name:

Applicants Name:			
Organization:			
Contact Info:	Address:		
	City	State:	Zip:
	Email:		Phone:

Please provide an explanation of why the City should take this action:

For Official Use Only			
Date:	Received By:	Fee Pd:	Receipt #:

<i>Application Review:</i>	<i>Date:</i>	<i>Recommendations (Approve, Approve with Conditions, Deny):</i>
() <i>Library Board</i>	_____	_____
() <i>Park Board</i>	_____	_____
() <i>Traffic Safety</i>	_____	_____
() <i>Tree Commission</i>	_____	_____
() <i>City Council</i>	_____	_____
() _____	_____	_____



City of Sweet Home
 3225 Main Street
 Sweet Home, OR 97386
 541-367-5128
 Fax 541-367-1215
www.sweethomeor.gov

Finance Department

To: City Council
 Christy Wurster, City Manager Pro Tem

From: Brandon Neish, Finance Director

Subject: Finance Department Monthly Report – March 2022

The Finance Department is responsible for the for the fiscal management of the City of Sweet Home. This includes accounts payable, payroll, general accounting, preparing the annual budget and the city's annual audit. This department also administers the city's assessment docket, coordinates employee's benefits and maintains financial records relating to grants and contracts. The following information represents the department's activities during the months of **March 2022**.

	March 2022	February 2022	YTD	Fiscal Year 2021	Prior Five-Year Average
<u>Accounts Payable</u>					
Chks printed	240	123	1,430	2,099	2,037
Exp. Total	\$980,074.24	\$577,499.83	\$8,090,848.32	\$9,419,358.90	\$7,448,251.05

<u>Passports</u>					
Processed	38	30	269	260	280*
Photos taken	41	28	268	254	249*

* Data back to August 2018

<u>Lien Searches</u>	70	60	533	765	680
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<u>Utility Billing</u>					
Service requests	276	201	1,897	2,000	2,119*
New accounts	7	13	124	138	138*
Net account changes	-4	+5	+12	+26	+26*
Statements processed	3,193	3,191	25,652	35,410	35,140*
Past-due notices sent	748	941	7,477	9,916	10,764*
Accounts scheduled for turn-off	56	58	451	503	516*

Below is a list of the checks that were equal to or exceeded \$5,000 and their purpose (if not clear on check listing).

<u>Check No.</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Fund</u>
93789	Bucher Municipal NA, Inc.	Brooms for street sweeper	\$ 5,044.21	Gas Tax Fund (575)
93805	JWC Environmental, Inc.	Parts to repair equipment at WWTP	\$ 10,416.00	Wastewater (550)
0	Waste Connections, Inc.	Solids disposal at WWTP	\$ 8,359.42	Wastewater (550)

Bank Reconciliation

Checks by Date

User: bneish
 Printed: 04/21/2022 - 3:16PM
 Cleared and Not Cleared Checks



Check No	Check Date	Name	Comment	Module	Clear Date	Amount
0	3/1/2022	PETROCARD		AP		6,383.78
0	3/1/2022	Wex Bank		AP		147.83
0	3/1/2022	METEREADERS, LLC		AP		1,703.10
0	3/1/2022	Cascade Centers, Inc.		AP		64.40
0	3/1/2022	HEATHER MANN		AP		43.88
0	3/1/2022	CENTURYLINK - Bus		AP		3,124.14
0	3/1/2022	AT&T Mobility/First Net		AP		2,168.69
0	3/1/2022	Quadient Leasing USA, Inc.		AP		675.81
0	3/1/2022	MOONLIGHT BPO, LLC		AP		3,045.34
93780	3/1/2022	911 Supply, Inc.		AP		759.39
93781	3/1/2022	Gabe Aiello		AP		320.00
93782	3/1/2022	ALBANY DEMOCRAT HERALD		AP		289.99
93783	3/1/2022	ALBERTSONS / SAFEWAY		AP		25.00
93784	3/1/2022	All Star Pizza		AP		200.00
93785	3/1/2022	ALSCO, INC.		AP		340.41
93786	3/1/2022	Dan Armstrong, Attorney at Law		AP		110.00
93787	3/1/2022	Blue Moon Property		AP		50.00
93788	3/1/2022	AUSTEN BROUN		AP		190.31
93789	3/1/2022	Bucher Municipal North America, Inc.		AP		5,044.21
93790	3/1/2022	BUCK'S SANITARY SERVICE		AP		566.50
93792	3/1/2022	COMCAST		AP		94.06
93793	3/1/2022	COMCAST BUSINESS		AP		3,019.00
93794	3/1/2022	David M. Corey Ph.D., P.C.		AP		2,380.00
93795	3/1/2022	Correct Equipment, Inc.		AP		5,921.42
93796	3/1/2022	NATALIE CURREY		AP		30.79
93797	3/1/2022	WILLIAM DANNING		AP		225.85
93798	3/1/2022	FASTENAL COMPANY		AP		201.47
93799	3/1/2022	Ferguson Enterprises, LLC #3011		AP		341.76
93800	3/1/2022	BRIAN FROMM		AP		59.56
93801	3/1/2022	HACH COMPANY		AP		669.15
93802	3/1/2022	HOME DEPOT CREDIT SERVICES		AP		189.99
93803	3/1/2022	HOY'S TRUE VALUE		AP		25.00
93804	3/1/2022	INGRAM LIBRARY SERVICES		AP		411.40
93805	3/1/2022	JWC Environmental, Inc.		AP		10,416.00
93806	3/1/2022	KIP AMERICA, Inc.		AP		252.00
93807	3/1/2022	TYLER KISTNER		AP		163.53
93808	3/1/2022	JEANANN LACY		AP		120.20
93809	3/1/2022	LEBANON OREGONIAN		AP		390.00
93810	3/1/2022	LIBERTY ROCK PRODUCTS, INC.		AP		310.14
93811	3/1/2022	Linde Gas & Equipment, Inc.		AP		205.78
93812	3/1/2022	LINN COUNTY PARKS DEPARTMEN		AP		40.00
93813	3/1/2022	DONNA MCCARTHY		AP		117.03
93814	3/1/2022	Carolyn McDermed		AP		20.00
93815	3/1/2022	CHAYHOWA MCELHINNY		AP		100.00
93816	3/1/2022	Moore Holding Corporation		AP		1,193.00
93817	3/1/2022	MPH INDUSTRIES, INC.		AP		7,341.72

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
93818	3/1/2022	Les Mullenix		AP		3,800.00
93819	3/1/2022	JAY & BECKY MUTSCHLER		AP		197.10
93821	3/1/2022	North Central Laboratories of Wisconsin		AP		389.66
93822	3/1/2022	Northstar Chemical, Inc.		AP		5,677.20
93823	3/1/2022	O & M TIRE SHOP, INC.		AP		20.00
93824	3/1/2022	Oregon Assoc. of Clean Water Agencies		AP		790.00
93825	3/1/2022	OREGON CASCADES WEST COG		AP		1,147.50
93826	3/1/2022	Oregon Government Finance Officers A		AP		365.00
93827	3/1/2022	PACIFIC OFFICE AUTOMATION		AP		167.20
93828	3/1/2022	Paypal		AP		170.00
93829	3/1/2022	PlayCore Wisconsin, Inc.		AP		6,030.71
93830	3/1/2022	Pointe Pest Control-OR, LLC		AP		130.00
93831	3/1/2022	Ferguson Enterprises, Inc. #3325 Pollan		AP		3,342.90
93832	3/1/2022	R. J. ARMSTRONG & ASSOC. CONS		AP		1,408.32
93834	3/1/2022	Renewable Resource Group, Inc.		AP		357.00
93835	3/1/2022	SAMARITAN HEALTH SERVICES, II		AP		161.00
93836	3/1/2022	SAN DIEGO POLICE EQUIP. CO., IN		AP		283.22
93837	3/1/2022	SBRK Finance Holdings, Inc.		AP		1,965.50
93838	3/1/2022	TERESA SCHOONOVER		AP		198.67
93839	3/1/2022	Scottnirium, Inc.		AP		713.35
93840	3/1/2022	SENIOR CITIZENS OF SWEET HOM		AP		22,519.00
93841	3/1/2022	Sweet Home Economic Development G		AP		10,000.00
93842	3/1/2022	SOUTH FORK TRADING CO., INC.		AP		67.50
93843	3/1/2022	Sunset Electric, Inc.		AP		90.00
93844	3/1/2022	SWEET HOME ROTARY		AP		124.28
93845	3/1/2022	The Automation Group, Inc.		AP		9,699.60
93846	3/1/2022	THE BUILDING DEPARTMENT, LLC		AP		7,268.15
93847	3/1/2022	THRIFTWAY		AP		31.96
93848	3/1/2022	TRAFFIC SAFETY SUPPLY CO., INC		AP		113.52
93849	3/1/2022	TWGW, INC. NAPA AUTO PARTS		AP		967.34
93850	3/1/2022	USA BLUE BOOK		AP		7,616.39
93851	3/1/2022	WALKER HEATING & AC, INC.		AP		4,825.00
93852	3/1/2022	Timothy J. Wallace		AP		1,798.94
93853	3/1/2022	WELLS FARGO FINANCIAL LEASIN		AP		734.00
93854	3/1/2022	WILBUR-ELLIS COMPANY, LLC		AP		1,790.89
93855	3/1/2022	Wildish Building Material Corporation		AP		111.15
93856	3/1/2022	Willamette Occupational Health System		AP		245.00
0	3/4/2022	Amazon Capital Services, Inc.		AP		3,314.93
0	3/8/2022	UMPQUA BANK - ACH		AP		4,432.16
93857	3/8/2022	Dan Armstrong, Attorney at Law		AP		350.00
93858	3/8/2022	TRAPPER BROWN		AP		120.38
93859	3/8/2022	Cascade Timber Consulting, Inc.		AP		2,244.00
93860	3/8/2022	NATALIE CURREY		AP		63.86
93861	3/8/2022	BRIAN FROMM		AP		40.00
93862	3/8/2022	HOY'S TRUE VALUE		AP		502.55
93863	3/8/2022	Eugene Kazemier		AP		70.00
93864	3/8/2022	KEYBANK - Restitution		AP		30.00
93865	3/8/2022	Sudip Lamichhane		AP		100.00
93866	3/8/2022	Linn Haven Apartments		AP		200.00
93867	3/8/2022	HOLLIE MARTIN		AP		239.09
93868	3/8/2022	RACHEL ORR		AP		14.98
93870	3/8/2022	KASIE VANDEUSEN		AP		117.01
0	3/23/2022	FEDERAL PAYROLL TAXES		AP		28,255.99
0	3/23/2022	Waste Connections, Inc.		AP		8,359.42
0	3/23/2022	Northwest Natural		AP		3,066.39
0	3/23/2022	SWEET HOME COMMUNITY FOUN		AP		139.13

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
0	3/23/2022	ASI-PAYROLL DEDUCTIONS		AP		330.41
0	3/23/2022	Vantagepoint Trf. Agents 705507		AP		608.33
0	3/23/2022	MEDICARE		AP		9,202.16
0	3/23/2022	Waste Connections, Inc.		AP		5,252.27
0	3/23/2022	FICA PAYROLL TAXES		AP		38,533.40
0	3/23/2022	Vantagepoint Trf. Agents 108524/10904		AP		1,946.17
0	3/23/2022	NATIONWIDE-PAYROLL DEDUCTIO		AP		850.00
0	3/23/2022	CENTURYLINK		AP		39.99
0	3/23/2022	Quadient Finance USA, Inc.		AP		1,000.00
0	3/23/2022	OREGON PAYROLL TAXES		AP		21,327.99
0	3/23/2022	Northwest Natural		AP		3,604.69
0	3/23/2022	Vantagepoint Trf. Agents 300619		AP		4,280.00
0	3/23/2022	Vantagepoint Trf. Agents 108524/10904		AP		34,625.10
0	3/23/2022	AFLAC		AP		673.06
0	3/23/2022	PERS		AP		10,160.20
0	3/23/2022	CIS		AP		814.53
0	3/23/2022	Zions Bancorporation, National Associa		AP		545.00
0	3/23/2022	PACIFIC POWER		AP		28,320.43
0	3/23/2022	HSA - PAYROLL DEDUCTIONS		AP		1,515.00
0	3/23/2022	SWEET HOME POLICE EMPLOYEE!		AP		1,170.00
0	3/23/2022	EBS TRUST		AP		84,654.54
0	3/23/2022	PACIFIC POWER		AP		26,587.29
0	3/23/2022	Staples, Inc.		AP		716.51
0	3/23/2022	Cascade Centers, Inc.		AP		9.20
0	3/23/2022	CENTURYLINK - Bus		AP		3,124.14
0	3/23/2022	MOONLIGHT BPO, LLC		AP		2,364.97
93872	3/23/2022	JOSEPH & KAREN ADAMS		AP		17.24
93873	3/23/2022	FELICIA BENHAM		AP		128.72
93874	3/23/2022	ADINA BLACKWELL		AP		120.20
93875	3/23/2022	BUCK'S SANITARY SERVICE		AP		577.82
93876	3/23/2022	CITY OF SWEET HOME		AP		194.59
93877	3/23/2022	COMCAST		AP		89.90
93878	3/23/2022	COMCAST		AP		109.85
93879	3/23/2022	Edge Analytical, Inc.		AP		2,103.64
93880	3/23/2022	SHELLENE FOSTER		AP		100.00
93881	3/23/2022	HOY'S TRUE VALUE		AP		25.00
93882	3/23/2022	SUNNY LUDLOW		AP		128.72
93883	3/23/2022	JOEL MILLER		AP		113.81
93884	3/23/2022	JOSEPH MILLER		AP		257.48
93885	3/23/2022	Paypal		AP		35.00
93886	3/23/2022	RACHEL POYTRESS		AP		42.55
93887	3/23/2022	CHARLES & SALLY RICHARDSON		AP		115.28
93888	3/23/2022	SANTIAM SPRAY SERVICE, INC.		AP		438.00
93889	3/23/2022	SBRK Finance Holdings, Inc.		AP		2,003.50
93890	3/23/2022	Scottmiriam, Inc.		AP		1,059.50
93891	3/23/2022	ASPEN SZUBART		AP		157.11
93892	3/23/2022	THE BUILDING DEPARTMENT, LLC		AP		8,690.60
93893	3/23/2022	TK Elevator Corporation		AP		96.00
93894	3/23/2022	DAVID TRUMM		AP		150.00
93895	3/23/2022	OREGON AFSCME COUNCIL 75		AP		1,279.98
93896	3/23/2022	STEELHEAD STRENGTH & FITNESS		AP		588.90
93897	3/23/2022	ALBERTSONS / SAFEWAY		AP		60.00
93898	3/23/2022	ALSCO, INC.		AP		235.40
93899	3/23/2022	BLACKSTONE PUBLISHING		AP		933.10
93900	3/23/2022	BLACKSTONE PUBLISHING		AP		1,140.25
93901	3/23/2022	Drew Briesse		AP		11,950.00

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
93902	3/23/2022	BULLARD LAW, P.C.		AP		520.00
93903	3/23/2022	Cascade Timber Consulting, Inc.		AP		980.00
93904	3/23/2022	COMCAST		AP		94.06
93905	3/23/2022	COMCAST		AP		149.85
93906	3/23/2022	David Dougherty		AP		7,682.00
93907	3/23/2022	Ewing Irrigation Products, Inc.		AP		3,139.23
93908	3/23/2022	Steven Haney		AP		816.65
93909	3/23/2022	KING OFFICE EQUIPMENT, INC.		AP		456.80
93910	3/23/2022	Lane Forest Products, Inc.		AP		497.00
93911	3/23/2022	Library Ideas, LLC		AP		746.15
93912	3/23/2022	LINN COUNTY PARKS DEPARTMEN		AP		20.00
93913	3/23/2022	Les Mullenix		AP		4,500.00
93914	3/23/2022	Municipal Code Corporation		AP		3,800.00
93915	3/23/2022	NATIONAL PHOTOCOPY CORPORA		AP		786.27
93916	3/23/2022	BRANDON NEISH		AP		598.17
93917	3/23/2022	Northwest Sign Recycling, LLC		AP		199.25
93918	3/23/2022	OREGON DEPT. OF ENVIRONMEN		AP		2,769.50
93919	3/23/2022	OREGON DEPT. OF ENVIRONMEN		AP		8,308.50
93920	3/23/2022	OREGON DEPT. OF ENVIRONMEN		AP		125,000.00
93921	3/23/2022	OREGON DEPT. OF ENVIRONMEN		AP		13,125.00
93922	3/23/2022	Samantha Osborn		AP		35.00
93923	3/23/2022	PETTY CASH - MUNICIPAL COURT		AP		190.00
93924	3/23/2022	Rabiner Resources, Inc.		AP		5,000.00
93925	3/23/2022	Renewable Resource Group, Inc.		AP		506.00
93926	3/23/2022	PATRICIA RICE		AP		405.00
93927	3/23/2022	SUNSHINE INDUSTRIES UNLIMITE		AP		1,190.05
93928	3/23/2022	SWEET HOME ROTARY		AP		124.28
93929	3/23/2022	The Library Store, Inc.		AP		53.13
93930	3/23/2022	TYLER TECHNOLOGIES, INC.		AP		1,591.74
93931	3/23/2022	USA BLUE BOOK		AP		104.37
93932	3/23/2022	Randy Warren		AP		372.00
93933	3/23/2022	911 Supply, Inc.		AP		3,806.44
93934	3/23/2022	Tawny Allen		AP		158.43
93935	3/23/2022	ALSCO, INC.		AP		347.61
93936	3/23/2022	Bullfrog Enterprises, Inc.		AP		13.25
93937	3/23/2022	Canon Financial Services, Inc.		AP		917.42
93938	3/23/2022	CENTER POINT LARGE PRINT		AP		360.72
93939	3/23/2022	COMCAST		AP		149.85
93940	3/23/2022	Correct Equipment, Inc.		AP		782.70
93941	3/23/2022	CUES, Inc.		AP		2,581.81
93942	3/23/2022	DAY MANAGEMENT CORPORATIO		AP		36.00
93943	3/23/2022	DEMCO, Inc.		AP		146.38
93944	3/23/2022	Dormers Embroidery & Promo Products		AP		287.46
93945	3/23/2022	Ferguson Enterprises, LLC #3011		AP		6,412.22
93946	3/23/2022	Forster Locksmith Services, Inc.		AP		1,388.00
93947	3/23/2022	HACH COMPANY		AP		867.68
93948	3/23/2022	GEOFFREY HAMLIN		AP		169.99
93949	3/23/2022	HOME DEPOT CREDIT SERVICES		AP		526.92
93950	3/23/2022	JIMCO ELEC. CONTRACTING, INC.		AP		4,786.49
93951	3/23/2022	Lane Forest Products, Inc.		AP		2,439.03
93952	3/23/2022	Les Schwab Tire Centers of Portland, In		AP		60.29
93953	3/23/2022	LIBERTY ROCK PRODUCTS, INC.		AP		930.24
93954	3/23/2022	LINN COUNTY TREASURER		AP		1,694.05
93955	3/23/2022	Liquid Measure, Inc.		AP		105.25
93956	3/23/2022	Jesse A Marsh		AP		197.00
93957	3/23/2022	NATIONAL PHOTOCOPY CORPORA		AP		1,153.67

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
93958	3/23/2022	Newco, Inc.		AP		4,251.00
93959	3/23/2022	Northstar Chemical, Inc.		AP		2,076.75
93960	3/23/2022	O & M TIRE SHOP, INC.		AP		761.04
93961	3/23/2022	OLD REPUBLIC SURETY COMPANY		AP		584.00
93962	3/23/2022	ONE CALL CONCEPTS		AP		134.00
93963	3/23/2022	PASTEGA COFFEE SERVICE		AP		50.00
93964	3/23/2022	Chris Patton		AP		300.00
93965	3/23/2022	Pointe Pest Control-OR, LLC		AP		115.00
93966	3/23/2022	Renewable Resource Group, Inc.		AP		795.00
93967	3/23/2022	SAMARITAN HEALTH SERVICES, II		AP		125.00
93968	3/23/2022	SAMARITAN HEALTH SERVICES, II		AP		25.00
93969	3/23/2022	SOUTH FORK TRADING CO., INC.		AP		11.84
93970	3/23/2022	SUNSHINE INDUSTRIES UNLIMITE		AP		1,313.00
93971	3/23/2022	The Library Store, Inc.		AP		322.13
93972	3/23/2022	TRAFFIC SAFETY SUPPLY CO., INC		AP		2,164.60
93973	3/23/2022	TWGW, INC. NAPA AUTO PARTS		AP		385.02
93974	3/23/2022	USA BLUE BOOK		AP		976.42
93975	3/23/2022	W. W. Grainger, Inc.		AP		292.50
93976	3/23/2022	WELLS FARGO FINANCIAL LEASIN		AP		734.00
93977	3/23/2022	West Yost & Associates, Inc.		AP		228,341.19
93978	3/23/2022	Wildish Building Material Corporation		AP		256.75
93979	3/30/2022	CENTRAL COAST ENT, LLC		AP		33.81
93980	3/30/2022	ALEJANDRO GODINEZ		AP		69.11
93981	3/30/2022	AMBER LAINUS		AP		71.25
93982	3/30/2022	EUGENE TODD		AP		41.61
93983	3/30/2022	LEA AND ANTHONY WILLIAMS		AP		99.23
Total Check Count:						240
Total Check Amount:						980,074.24

SWEET HOME POLICE DEPARTMENT
CHIEF OF POLICE
1950 Main Street
Sweet Home, OR 97386
(541) 367-5181 Fax (541) 367-5235

	This Month	Last Month	Last Year	Year to Date	5 Year
	03/31/22	02/28/22	03/31/21	03/31/22	
Call Volume	713	596	674	1975	2020
CAD Calls	1243	1101	1453	3610	4083
ONIBR Person Crimes	13	12	16	41	43
ONIBR Person Crimes Cleared	8	7	14	26	28
ONIBR Property Crimes	52	40	33	136	123
ONIBR Property Crimes Cleared	14	7	8	31	36

Trends:

On March 17th, 2022, Officer Trevor Sundquist graduated from the Oregon Police Academy. He has returned to active patrol with us and has now completed his training, reaching solo patrol status. On April 14th, 2022, Officer Savannah Bradd also graduated from the Oregon Police Academy. She is currently completing her training and should reach solo patrol status on April 27th. Both are going to have solid careers in law enforcement and be assets to our department. With each reaching solo patrol status, our staffing levels will now allow us to again fill our full-time detectives position. Officer Hamlin will fill that role for at least the next year. By having him in that role, he can also assist the School District with their needs as the School Resource Officer.

On April 4th and 5th, due to public health and safety concerns as well as pending construction at Sweet Home Fire's Station 21, we changed the current structure of the area where the unhoused population were congregating. Those individuals that are experiencing homelessness are allowed to sleep on a designated portion of the property located at 1140 12th Avenue in Sweet Home during the nighttime hours only. During daylight hours, all individuals will be required to vacate the property. During the cleanup of the area, the Sweet Home Public Works Department stepped up and did an amazing job. They removed 100 yards of garbage and debris from the site, along with 4 dumpster loads of garbage. We have also stored roughly four trailer loads of personal property for safekeeping as required by state law. Our CSO is working with individuals to coordinate the return of their property. As expected, we are now locating homeless camps and trash from those camps in other areas of our community. Most of these areas have been more secluded. We believe that this will continue for the foreseeable future, at least until the permanent site to house the homeless is developed.